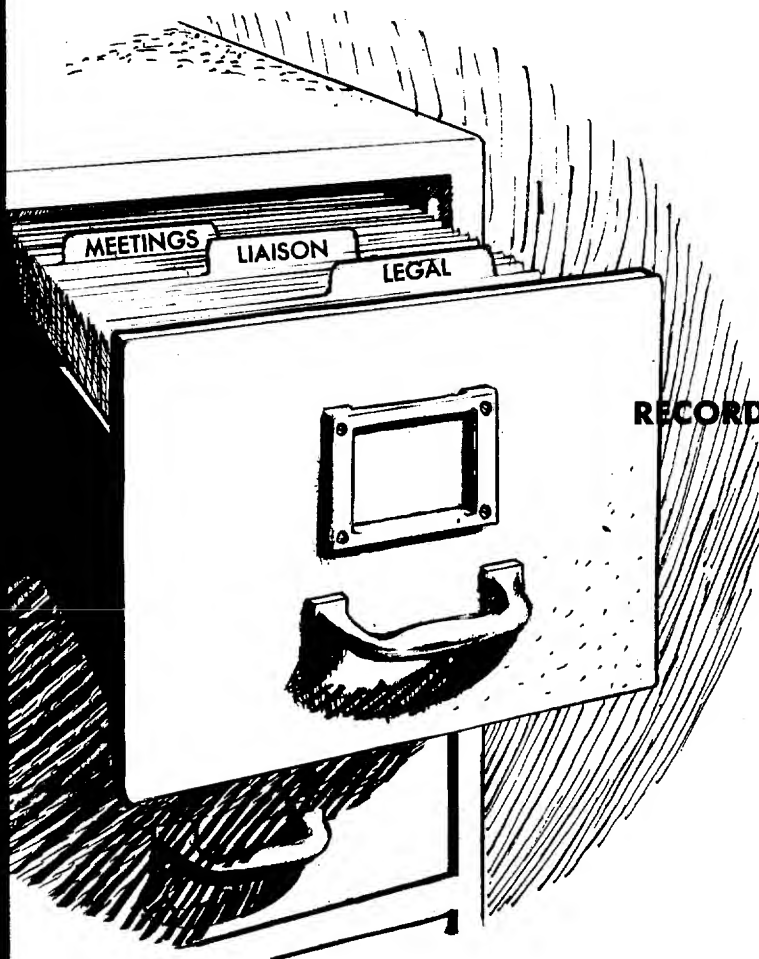


6 APRIL 1959

# HANDBOOK FOR SUBJECT FILING



**RECORDS MAINTENANCE**

**RECORDS MANAGEMENT PROGRAM**

## FOREWORD

This Manual is intended primarily for training purposes. It serves as an adjunct to the Agency's official Handbook for Subject Filing.

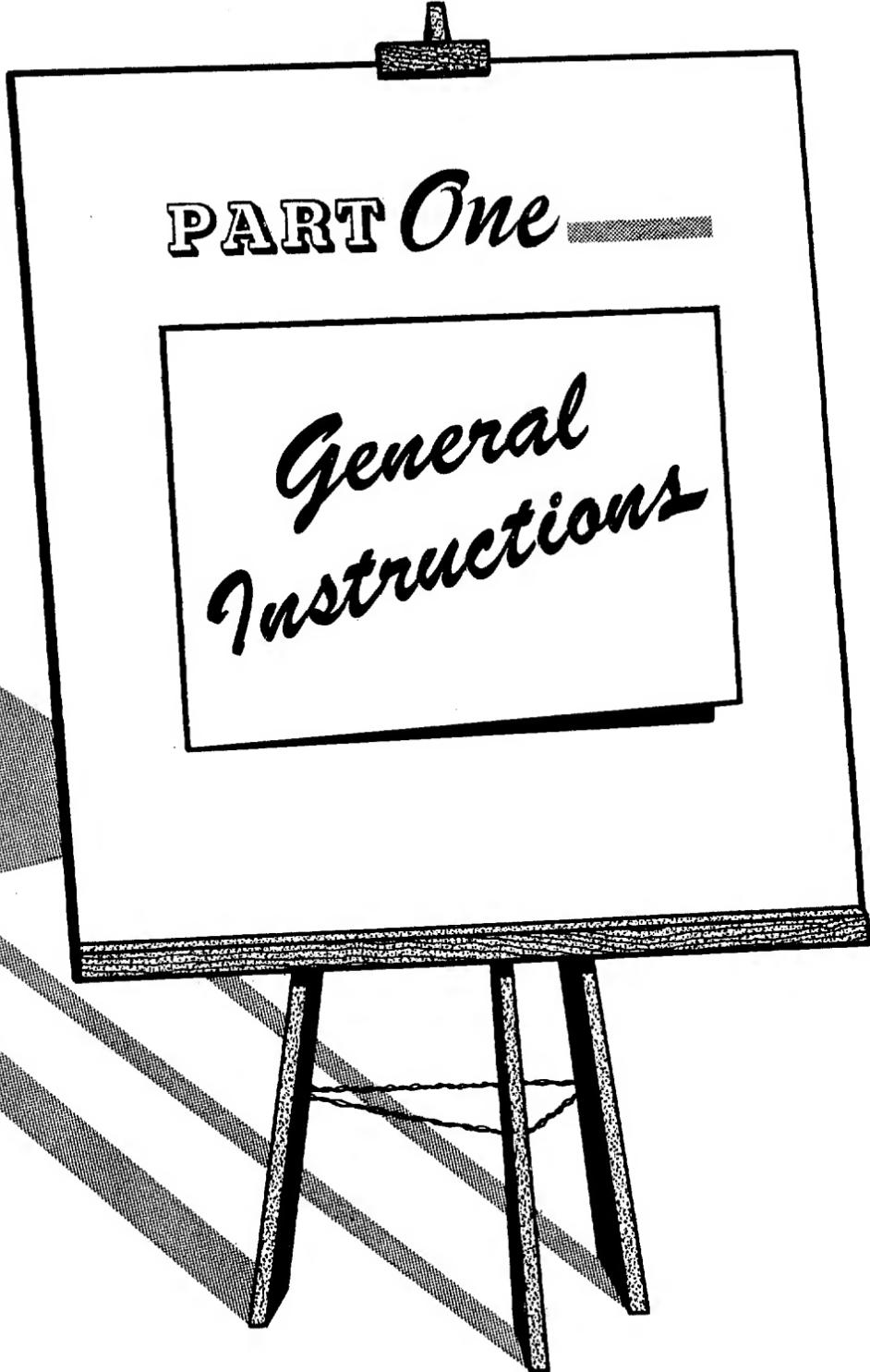
This Manual has been prepared as a guide to installing and maintaining the Subject Numeric System of Filing set forth in the Handbook.

The Subject Numeric System of Filing is being established as the standard system in the Agency. It increases the administrative usefulness of records, expedites the disposition of records no longer needed, and facilitates preservation of records of permanent value.

Although the subjects listed herein are primarily administrative and general in nature, individual offices may adapt and expand the given subject title list to meet their particular needs. Area Records Officers and the Records Management Staff are prepared to assist offices in adapting or modifying the filing system to fit specific requirements.

## CONTENTS

	Page
PART ONE - GENERAL INSTRUCTIONS	
SECTION I. INTRODUCTION	
1. Scope.....	1
2. Responsibility.....	1
3. Definitions.....	1
SECTION II. TYPES OF FILES	
4. General Subject Files.....	3
5. Case or Project Files.....	3
6. Alphabetical Name Index.....	3
SECTION III. STANDARD FILE CLASSIFICATION SYSTEM	
7. Description.....	5
8. File Classification Guide.....	5
9. Classifying Papers for Filing.....	5
SECTION IV. CROSS REFERENCES	
10. When and How to Prepare Cross References.....	10
SECTION V. FILING THE RECORDS	
11. Assembling the Papers for Filing.....	11
12. Folder and Guide Arrangements.....	11
13. Placing Material in the Files.....	13
14. File "Cut-off" Periods and Retirement.....	14
SECTION VI. FINDING AND CHARGING-OUT THE RECORDS	
15. General.....	16
16. Finding the Records.....	16
17. Charging-out the Records.....	17
EXHIBITS	
A. Subject File Copy.....	19
B. Alphabetical Name Index Copy.....	20
C. Correspondence Cross Reference, Form No. 135.....	21
D. Correspondence Continuity Reference, Form No. 232.....	22
E. Arrangement of Folders, Guides, and Labels.....	23
F. Rules for Alphabetic Filing.....	24
G. Correspondence Charge-out, Form No. 36-270.....	30
H. Case File Charge-out Card, Form No. 119.....	31
I. File Backing Sheet, Form No. 36-271.....	32
PART TWO - FILE CLASSIFICATION GUIDE.....	33
SUBJECT LIST.....	33
SUBJECT INDEX.....	71



**PART One**

*General  
Instructions*

## MANUAL FOR SUBJECT FILING

### SECTION I

#### INTRODUCTION

##### 1. SCOPE

The Standard File Classification System and the attendant procedures described herein are prescribed for use in filing and maintaining correspondence records. Although the system is designed to permit a certain amount of flexibility to meet the specific requirements of various offices, it is essential that the basic pattern provided herein be followed carefully if an adequate degree of standardization is to be maintained. Further subdivision of any of the subjects listed is permissible to provide for the necessary detail which may be required by some offices. "Case" or "project" files may be established under any subject as required.

##### 2. RESPONSIBILITIES

The Records Management Staff, Management Staff and designated Area Records Officers throughout the Agency have technical custody and responsibility for the proper maintenance and disposition of official records of the Agency. The Records Management Staff will furnish to offices maintaining official records all assistance possible in the establishment of their files, including procedures for maintenance, servicing, and retirement of the records.

##### 3. DEFINITIONS

###### a. OFFICIAL RECORD COPY

The original or copy of a letter, document, report, etc., which is maintained in a designated "Official File Station" for documentation purposes and which is distinguished from other copies of the same document, in the same organizational element, by the fact that such other copies merely serve as temporary working papers, "convenience" files, etc.

b. OFFICIAL FILE

Each file containing official record copies shall constitute an "official file" and should include the original incoming communication and the initialed yellow copies of outgoing and interoffice correspondence; original, or action copies of reports, executed forms, maps, photographs, and other documentary material. The official record copies shall not be maintained in any organizational unit not specifically designated as an Official File Station.

Reference material consisting of printed or duplicated copies of publications, extra copies of communications used as reading files, and other material considered as temporary working papers is not included in the definition of official records. Such nonrecord material shall not be interfiled with official records.

c. OFFICIAL FILE STATIONS

The term "Official File Station" means any specifically designated organizational element where the official record copies of correspondence and other documents are maintained. The physical location of an Official File Station shall be determined by the head of such organizational element, with technical advice from Records Management Staff.

d. CLASSIFY, CLASSIFIED, AND CLASSIFICATION

As used in this Handbook and in filing operations, these terms refer to the subject or file designation of records and not to security classifications: "TOP SECRET," "SECRET," or "CONFIDENTIAL."

## SECTION II

### TYPES OF FILES

#### 4. SUBJECT FILES

Subject Files are considered to be those types of paper records which ordinarily include correspondence, reports, and other documents which may be classified and filed under all or many of the subject categories included in the File Classification Guide. The general subject material is distinguished from that which is ordinarily identified as "case" or "project" files as described in the next paragraph.

#### 5. CASE OR PROJECT FILES

A case or project file is described as a file comprised of material relating to a specific action, transaction, person, organization, location or thing, yet may cover one or many subjects pertaining to the specific case or project. Types of case or project files may include voucher files, contracts, loan cases, construction projects, leases, litigation cases, and many others. Case or project files may be included as a part of the subject files or they may be located physically apart from such files. As a general rule the volume of these records and the use made of them should dictate their arrangement.

#### 6. ALPHABETICAL NAME INDEX

The Alphabetical Name Index is a finding medium through which correspondence and other documents filed by subject may be located when the available information is the name of the correspondent, the name of the author of a document, or the name of an individual or organization referred to in correspondence or documents. It is not always necessary or advisable to establish a name index to the subject file. Therefore, careful consideration should be given to the actual need for such an index before establishing one. In other words, the Alphabetical Name Index should not be established at any Official File Station if:

- a. The quantity of material filed by subject is so small that no difficulty will be encountered in locating it by subject;

- b. The type of records filed is susceptible to an alphabetical arrangement by names within the subject files;  
or
- c. The type of material can be located easily by case or project symbol, number, or other means of identification, without the aid of an alphabetical index.

If the Alphabetical Name Index is used it should be composed of extra copies (normally pink tissues) of outgoing correspondence, and Form No. 135, "Correspondence Cross Reference." Paragraph 12c describes the arrangement of folders and guides for the Alphabetical Name Index.

### SECTION III

#### STANDARD FILE CLASSIFICATION SYSTEM

##### 7. DESCRIPTION

The file classification system adopted for use is known as the "Subject-Numeric System of Classifying and Filing." This system is an adaptation of both the simple subject and numerical coding systems. It retains the simplicity of the alphabetical arrangement of subject titles, brings together related subjects, and provides file designations consisting of a combination of descriptive subject titles with related subjects organized as subdivisions of the primary subjects. The subdivisions of the primary subjects are assigned Arabic numerals to reduce time and effort in marking material for filing and to make it easy to memorize the filing designations.

##### 8. FILE CLASSIFICATION GUIDE

The File Classification Guide contained in Part Two of this Handbook is divided into two parts, as follows:

- a. A Subject List consisting of a group of alphabetically arranged primary subject titles with their related secondary and suggested tertiary subdivisions.
- b. A Subject Index consisting of an alphabetical listing of all of the subject titles and other appropriate references. It serves the same purpose as an index to a book.

##### 9. CLASSIFYING PAPERS FOR FILING

The process of classifying involves the analysis of correspondence or other documents to determine the subject by which they should be filed, and the placing of file designations on material to show where it should be placed in the file.

##### a. IMPORTANCE OF THE PROCESS

Papers received for classifying and filing may cover a wide variety of subjects. Also a number of papers involving one

particular subject may be intermingled with those of other subjects. The file classification system is designed so that all of the papers on related subjects will be consistently and logically brought together in the files. However, sound judgment and careful attention must be given to the procedures which follow if the classification process is to be accomplished satisfactorily. THE ABILITY TO LOCATE PAPERS PROMPTLY AFTER THEY ARE FILED DEPENDS LARGELY UPON THE CARE USED WHEN CLASSIFYING MATERIAL BEFORE IT IS FILED.

b. METHOD OF CLASSIFYING

The following are the normal procedures to follow when classifying material for filing.

- (1) Read and analyze the correspondence or other material to determine the most outstanding or prominent subject; that is, the subject by which the papers will most likely be requested.
- (2) Select the proper file designation by referring directly to the Subject List or Index of the File Classification Guide, in the following manner: (a) determine the appropriate primary subject category, such as TRAVEL, PERSONNEL, etc., for example, a letter concerning recruitment of personnel would fall under the primary subject PERSONNEL; (b) select the appropriate subdivision, if any, under the primary subject, for example, a letter concerned with budget estimates would be classified by the secondary subject Budget Estimates, a subdivision of the primary subject APPROPRIATIONS. Similar reasoning is applicable for the selection of tertiary subjects.

If no appropriate subdivisions of the primary subject have been provided, the primary subject itself is used as the file designation.

- (3) Stamp or write the file designation in the upper right corner of the Subject File copy (yellow tissue), as shown in Exhibit A or in the same position on any incoming correspondence which did not require a reply. The file designation consists of the full primary subject title followed by the Arabic numeral or numerals

representing the subdivision of the primary subject. For example: The file designation ACCOUNTING 1 denotes the proper file classification for material to be filed under the primary subject ACCOUNTING, and the secondary subdivision Accounts Current.

- (4) Mark the Alphabetical Name Index Copies (if the index is being employed) at the same time the file designation is placed on the Subject File copy, by placing the same file designation by which the subject copy is to be filed, in the upper right corner of the pink copy as shown in Exhibit B. This file designation will indicate where the material is located in the Subject File. Also after the file designations are placed on the file copies, the name, title, etc., under which the Name Index copies are to be filed should be underscored on such copies. The following are examples of how the papers should be marked:

- (a) Correspondence addressed to private individuals should be filed by the last name of the individual addressed. Example of marking:

Mrs. Mary Brown  
1220 Ivy Street  
Seattle 5, Washington

- (b) Correspondence addressed to officials of commercial concerns should be filed under the name of the company or organization. Example of marking:

X  
Mr. John Doe, Manager  
American Machine Corporation  
Chicago 12, Illinois

- (c) Correspondence addressed to officials within the Agency should be filed under the name of the principal organizational unit addressed, disregarding such terms as "Office of." Example of marking:

MEMORANDUM FOR: Executive Officer, Office of Personnel

- (d) Correspondence addressed to individuals in other Federal agencies should be filed under the name of the agency. Example of marking:

X  
Mr. Joseph Black  
Chief, Aeronautics Office  
Department of Commerce  
Washington 25, D. C.

- (5) Indicate the cross references to be prepared in the following manner:

- (a) For the Subject Files. If the material being classified involves more than one subject by which it is likely to be requested, or a single subject with more than one interpretation, select the file designation for the additional subject(s) and stamp or write it immediately below the file designation already shown for the main, most prominent subject. In such instances, a cross mark "X" should be placed at the left of the file designation to indicate that a cross reference is required, as follows:

RECORDS 3

X COMMUNICATIONS 2

- (b) For the Alphabetical Name Index. If the Alphabetical Name Index copy is to be filed in the Name Index by the name of an organization, indicate, by placing a cross mark "x" above the first letter of the last name of the individual addressed, that a cross reference is to be made for filing by the name of the individual. Likewise, indicate cross references to be prepared for any names of persons or organizations referred to in the body of the correspondence or document.
- (6) Note earlier material to be brought forward and consolidated with later correspondence. If an indication of earlier correspondence or documents is discovered, this fact should be noted on the correspondence to indicate that the earlier material should be removed from the

file and consolidated with the material of the later date. See paragraph 10b for instructions regarding preparation of Form No. 232, Correspondence Continuity Reference.

**c. HELPFUL HINTS TO THE CLASSIFIER**

- (1) While some analytical ability is desirable, the knack of noticing essential key phrases and ideas in correspondence helps to select correct file designations. However, if the subject cannot be easily determined, it is helpful to consider the correspondence in this light: "Why was it written?" or "What reason was there that prompted the writer to write it?" Usually it will be found that the purpose for writing suggests the subject under which it should be filed.
- (2) It is helpful at times to refer to previous correspondence already on file to verify a tentatively selected file designation.
- (3) In unusual cases the subject of correspondence is so vague that it is difficult to determine the proper file designation. In such cases, there need be no hesitancy in going to the dictator or other authoritative sources to obtain a sufficiently clearer conception of the subject matter, so that the material may be properly classified. This extra effort will permit more accurate filing and facilitate finding the material.
- (4) The subject line frequently appearing above the body of correspondence should not be relied on too heavily in determining the subject under which the correspondence should be filed. It may be vague, misleading, or even remote from the real subject of correspondence concerned.
- (5) Persons responsible for classifying and filing records should study the organizational and functional structure of the Agency and keep currently informed regarding policies, procedures, programs, and projects. Such knowledge is essential to the selection of correct file designations.

## SECTION IV

### CROSS REFERENCES

#### 10. WHEN AND HOW TO PREPARE CROSS REFERENCES

The use of appropriate cross references in the file or index can be an invaluable aid in locating material quickly when needed. Care should be taken, however, to avoid making and filing unnecessary cross references which will consume time in preparation and space in the files. The following are normal conditions under which cross references should be made.

##### a. WHEN MORE THAN ONE SUBJECT IS INVOLVED

For those documents which cover more than one subject as indicated in paragraph 9b(5) an extra copy of the document, if available, should be used or Form No. 135, Correspondence Cross Reference, should be prepared, as shown in Exhibit C.

##### b. TO CONSOLIDATE RELATED MATERIAL

When it is necessary to bring forward earlier correspondence or documents and consolidate it with subsequent material as explained in paragraph 9b(6) Form No. 232, Correspondence Continuity Reference, as shown in Exhibit D, should be prepared.

##### c. TO PROVIDE ALPHABETICAL NAME REFERENCES

When incoming letters are filed without replies, or extra copies of correspondence are not available for filing in the Alphabetical Name Index, name references should be made on Form No. 135. Also, such references may be prepared for names of individuals or organizations referred to in the body of the correspondence.

## SECTION V

### FILING THE RECORDS

#### 11. ASSEMBLING THE PAPERS FOR FILING

After correspondence and documents are marked with the correct filing designation, they should be properly assembled preparatory to filing. Each unit of material consisting of two or more papers relating to a particular transaction should be arranged in chronological order with the latest date on top. Such papers should be fastened together with staples in both upper corners of the assembly, or with prong fasteners if the unit of material is too thick for staples.

#### 12. FOLDERS AND GUIDE ARRANGEMENT

The orderly appearance and efficiency of any file depends to a large extent upon the careful preparation, use, and arrangement of folders and guides in the file drawer. Folders are necessary to keep related papers together and in order. Guides serve as "sign posts" to help speed up filing and finding operations. The incorrect use of either folders or guides will retard, rather than aid, these operations. To provide for uniformity as to types of folders and guides and their arrangement, the following standards should be adhered to, as far as practicable:

##### a. GENERAL SUBJECT FILE

##### (1) Folders and File Designations

Kraft folders, 11-point weight, square-cut, with reinforced tabs meet requirements for the Subject Files. Such folders should be prepared for only those subject titles for which there is a definite current or anticipated need. If there is little or no need for the use of subdivisions of some of the primary subjects, folders for those subdivisions should not be placed in the files. If an occasional piece of correspondence is classified under a secondary or tertiary subject, the material should be placed in the primary subject folder.

When a primary subject folder contains ten or more file units with the same secondary or tertiary designation, a separate folder should be prepared for the material.

File designations may be typed directly on the folder tabs if a long-carriage typewriter is available. If such a typewriter is not available, gummed labels may be used. In either case the file designations (whether typed directly on folders or labels) for any primary or secondary subjects contained in the File Classification Guide should be placed uniformly on the folder tab beginning one-half inch from the left. Labels or file designations for case or project files established within the Subject File, should be placed in the center of the folder. See Exhibit E, for an illustration of the correct method of preparing and placing file designations on folders.

(2) Guides

Pressboard Guides, with metal angular tabs, one-third cut, should be used in the Subject Files. Tabs will be used in the following manner: SECOND position for all primary subjects; and THIRD position for secondary subjects. See Exhibit E, for illustration of proper arrangement of guides and the correct method of writing file designations on guide inserts.

(3) Arrangement Within the File Cabinets

Folders and guides should be arranged in the file drawer in the exact sequence in which the primary and secondary subjects appear in the File Classification Guide, starting from the front of the drawer, with the guides preceding the related folders. The sequence of the drawers should be from top to bottom of the cabinet.

b. CASE OR PROJECT FILES

Kraft folders, 11-point weight, square-cut, reinforced tabs, with fasteners may be used for case or project files, but their arrangement may vary according to types. Case or project files may be established within the Subject Files

or physically separated depending upon the type and specific reference needs of the organizational element.

c. ALPHABETICAL NAME INDEX

(1) Folders and Guides

The same type of folder and guide described for use in the Subject Files should be used for the Alphabetical Name Index. Alphabetical captions may be typed directly on the folders, or labels may be used if a suitable typewriter with large type is not available for typing on the folder. If it is difficult to determine in advance how large the index will be, it is advisable to start first with a folder for each letter of the alphabet and make folders for subdivisions of these letters as the file grows. Special folders for common names, such as "Smith," "Brown," "Adams," etc., and names of organizations or individuals with which the organization has frequent correspondence may be made as required.

(2) Rules for Alphabetic Filing

Exhibit F, is a complete set of rules for alphabetic filing. All persons having the responsibility for filing records should thoroughly familiarize themselves with these rules, so that, regardless of who does the filing there will be consistency in the arrangement of the index reference.

13. PLACING MATERIAL IN THE FILES

After material to be filed has been classified and marked for filing, the papers should be segregated as to types of files preparatory to actually placing them in the files. For example, Subject File material should be arranged alphabetically by the primary subject categories appearing on the documents. Index references for the Alphabetical Name Index should be arranged in alphabetical order before proceeding with the filing operation.

a. ARRANGEMENT WITHIN THE FOLDER

When filing the material, place each assembly within the

proper folder with the left edge of the papers down. Units of material for filing should be arranged in the folder in chronological order with the latest date forward, unless a different arrangement will facilitate its use. All material should be filed loose in the folders except for case or project material which should be fastened to the folder.

Folders should not be overfilled. Three-quarters of an inch is the normal capacity of a folder. When the capacity of the folder has been reached, additional material on the same subject or case should be placed in another folder and arranged with the folder containing the more current records in front. The inclusive dates of the material should be shown on the tab of each of the earlier folders in this manner:

1 January 1959 - 31 March 1959

When the new folder is started, the beginning date should be indicated on the tab in this manner:

1 April 1959 -

b. BREAKING DOWN VOLUMINOUS CASE OR PROJECT FILES

The amount of material accumulating in connection with a single case or project may become too voluminous for filing in one folder. Rather than file the papers pertaining to the project or case in two or more folders, chronologically, the reference use of the material comprising the complete case may be facilitated by dividing the material into several action phases of the case and filing it in separate folders under the project or case designation. A voluminous single project requires too many individual folders to afford easy reference to the material if filed in straight chronological order from the date of the first document to the latest.

14. FILE "CUT-OFF" PERIODS AND RETIREMENT

The periodic termination of filing in a series of records at a predetermined time and the starting of a new series of records of the same type with current material is termed a "cut-off" procedure. The purpose of applying a cut-off procedure is to

facilitate retirement of the older records. To identify the cut-off period the filing year should be entered on the right side of the folder tab. (See Exhibit E.)

Cut-off periods, such as "1 year of accumulation," "Remove from current file upon completion of transaction," should be established for each file series in order to prevent the accumulation of files beyond the actual current needs. The cut-off files may then be retained for an established holding period before retirement to the Records Center. During this holding period, material from the cut-off file(s) which becomes necessary for current operations may be brought forward and interfiled with the material in the current file.

After expiration of the established holding period, the remaining cut-off portion of the file should be transferred to the Records Center. When material is withdrawn from the cut-off portion of a file for continued action, Form No. 232, Correspondence Continuity Reference, should be placed in the cut-off file. This will identify the material brought forward and indicate the filing location in the current file.

The above cut-off and retirement procedure is prescribed in order that office space and equipment requirements will be held to a minimum.

Approved Records Control Schedules, Form No. 139, provide specific authority for control and disposition of each type of record. Information concerning these schedules may be obtained from your Area Records Officer or the Records Management Staff.

## SECTION VI

### FINDING AND CHARGING-OUT THE RECORDS

#### 15. GENERAL

The primary purpose of any filing system is to provide an orderly method of arranging and putting documents away so that they may be produced quickly when needed. Therefore, the successful operation of any system depends upon the ability to locate records promptly. In this connection, the following procedures and techniques are given, which if followed by the searcher, will contribute to the efficient operation of the file system.

#### 16. FINDING THE RECORDS

##### a. RECEIVING THE REQUEST

The person receiving the request for the file should endeavor to obtain as much information as possible from the requester to enable the searcher to identify the needed record. The amount of information required to locate a specific file will depend upon the type of file requested. For most general correspondence files the subject matter and date of the material is most important. However, the name of any individuals, companies, organizations, agencies, etc., identified with the correspondence will assist in making the search.

##### b. MAKING THE SEARCH

As a general rule, material in the Subject File may be located by going directly to that file, if the requester has supplied adequate information regarding the subject of the material. If the searcher is not sure of the file designation by which the records may be found, he should consult the File Classification Guide before going to the file. If only name references are given, or if the subject information is not adequate, the searcher should refer to the Alphabetical Name Index (if one is being used) to determine the location of the record in the subject file.

Because of the numerous types of project or case files, and since they are more easily identified and located than general subject material, no specific suggestions are given concerning the searching for such records.

If the material requested cannot be found in the files, a search should be made of any unfiled records.

#### 17. CHARGING-OUT THE RECORDS

To ensure proper use of records, to prevent their loss and misplacement and to keep informed at all times of the location of records, it is necessary to maintain control of all material withdrawn from the files. This control is accomplished through a charge-out system. Individuals to whom records have been charged should be held responsible for their custody and prompt return after the records have served their purpose.

##### a. REMOVING INDIVIDUAL RECORDS FROM THE SUBJECT FILE

Form No. 36-271 (to be redesignated as Form No. 225), File Backing Sheet, should be attached to records removed from this file. These File Backing Sheets will provide a substantial base, protect the record(s) and distinguish the material from other papers. This form has a distinctive blue color and measures 8" x 11 $\frac{1}{2}$ ". (See Exhibit I.)

Form No. 36-270 (to be redesignated as Form No. 224), Correspondence Charge-Out (see Exhibit G), should be filled in and placed in the folder in an upright position in the exact location from which the record(s) were removed.

Upon return of the charged record(s), Form No. 36-270, Correspondence Charge-Out, should be removed and canceled and the record together with Form No. 36-271, File Backing Sheet, attached should be placed in the file.

##### b. REMOVING CASE FILES

Case files are always charged out in their entirety. Entire folders are removed and delivered to the requester. Upon such removal, fill in Form No. 119, Case File Charge-Out Card, as shown in Exhibit H,

and file in an upright position in the exact place from which the folder was removed. When this charged folder is returned to the files, the Charge-Out Card is canceled and placed horizontally in the folder. This will eliminate the necessity of preparing a new Charge-Out Card each time the same case file is withdrawn.

c. CHECKING THE FILES FOR CHARGED RECORDS

The files should be inspected regularly to ensure the return of charged records. The charge-out forms when placed in an upright position are taller than other material in the files and can be distinguished readily by a casual inspection. When such inspections reveal that material has not been returned, assure that the material is still in use.

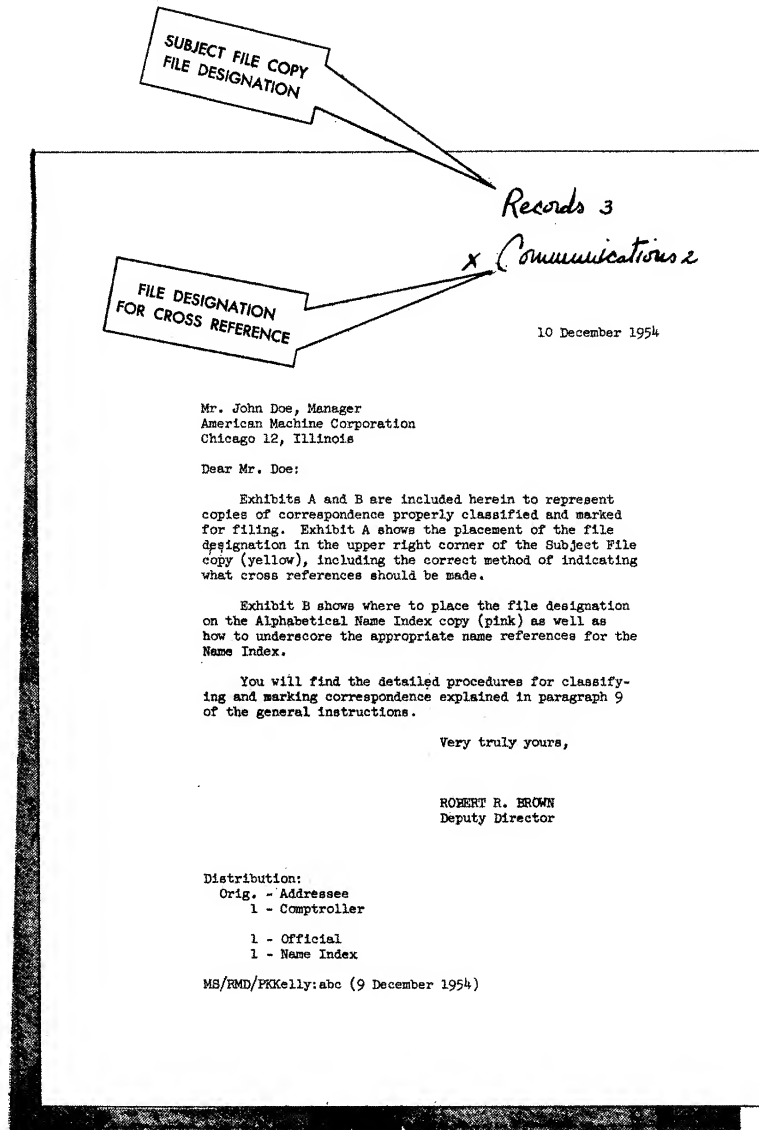


EXHIBIT A

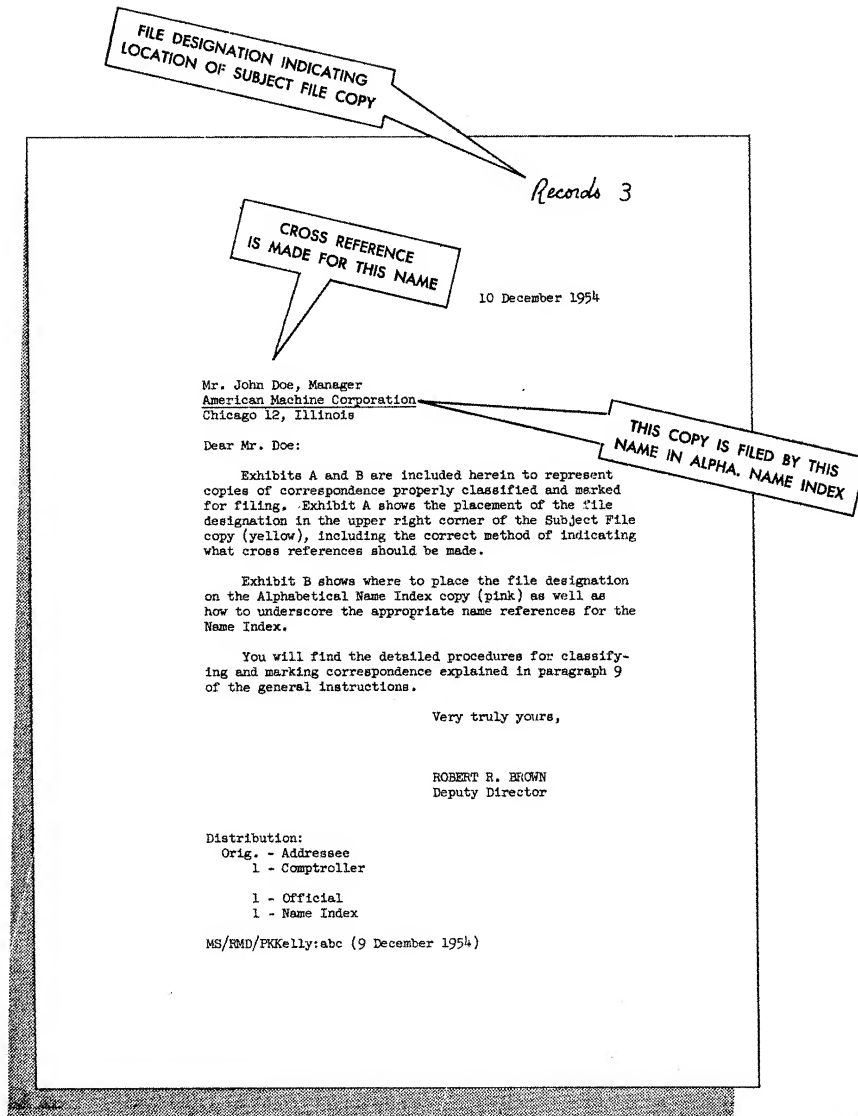


EXHIBIT B

DATE: 10 December 1954	CROSS REFERENCE TO BE FILED UNDER THIS SUBJECT
INDEX: COMMUNICATIONS 2	
<u>Doe, John</u>	
TO: American Machine Corp., Chicago, Ill. John Doe, Manager	CROSS REFERENCE FOR ALPHABETICAL NAME INDEX
FROM: Robert R. Brown, Deputy Director	
SUMMARY: Procedure for classifying and marking correspondence for filing.	
FILED: RECORDS 3	
INDEXER: LMN	
REMARKS:	CORRESPONDENCE FILED UNDER THIS SUBJECT
CORRESPONDENCE CROSS REFERENCE	
FORM NO. 135	(32)

EXHIBIT C

CLASSIFICATION:  
DATE:  
TO:  
FROM:  
SUMMARY:

USE THESE CAPTIONS TO IDENTIFY THE FILE THAT IS BEING BROUGHT FORWARD FOR CONSOLIDATION WITH MATERIAL OF A LATER DATE. FILE THIS FORM IN PLACE OF THE MATERIAL BEING BROUGHT FORWARD.

BROUGHT FORWARD TO

CLASSIFICATION:  
DATE:  
TO:  
FROM:

USE THESE CAPTIONS TO SHOW WHERE THE CONSOLIDATED PAPERS ARE NOW LOCATED IN THE FILE.

FORM NO. 232

(35)

CORRESPONDENCE CONTINUITY REFERENCE

EXHIBIT D

## ARRANGEMENT OF FOLDERS, GUIDES AND LABELS

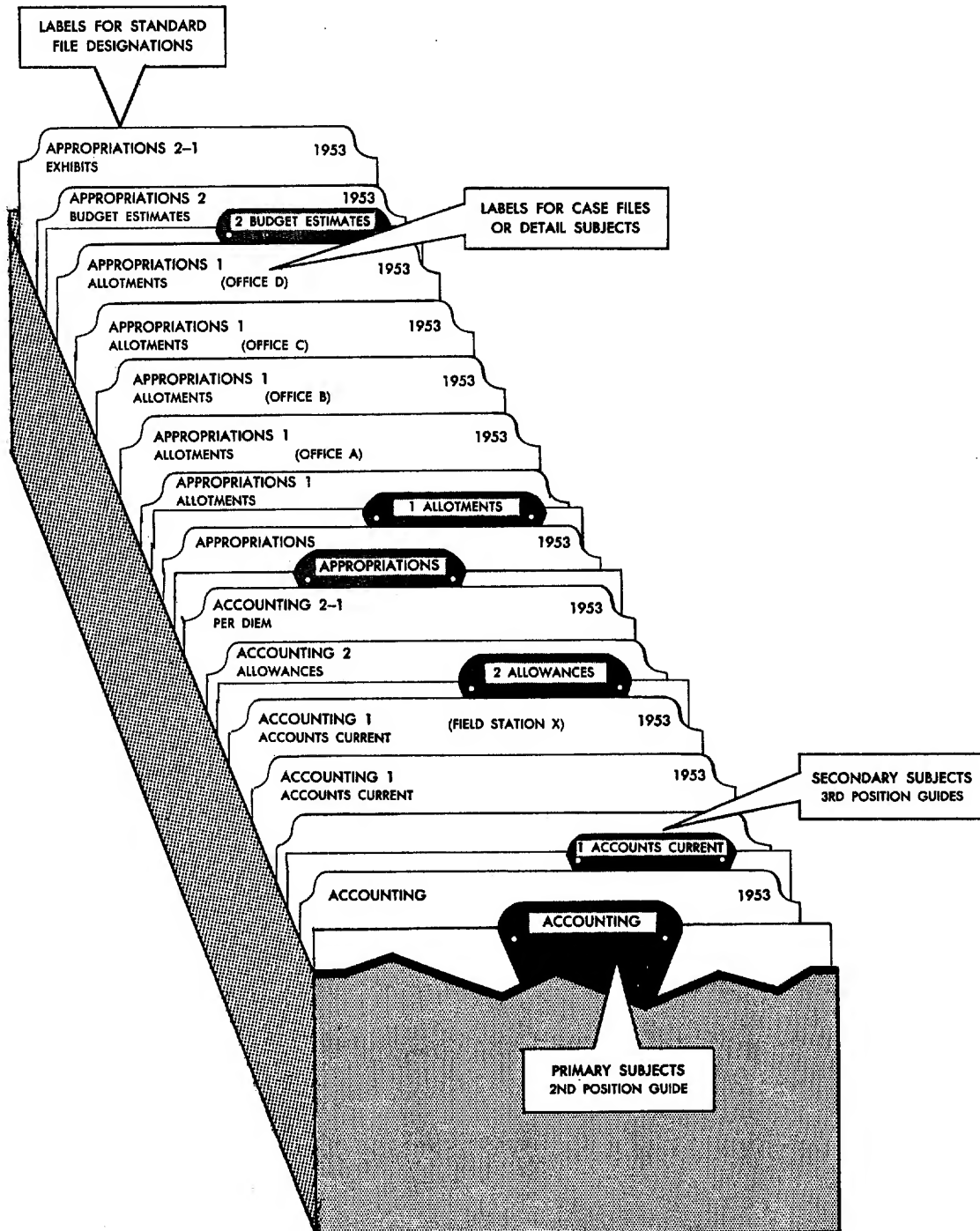


EXHIBIT E

# RULES FOR ALPHABETIC FILING

There are three steps in alphabetic name filing:

1. Determine the indexing form of the name--files as written, surname transposed, articles to be disregarded, etc.
2. Determine the filing units in the name.
3. Consider the filing units in turn, determining the arrangement of the material in strict alphabetic order.

Some of the rules for alphabetic filing, therefore, are concerned with determining the filing order of the name; some with the determination of filing units; and others with the alphabetic arrangement of those units.

1. In filing by names of individuals the surname is the first unit, the first name or initial is the second unit, the second name or initial is the third unit, and so on for any additional names or initials the person may have.

A fundamental rule of filing is "nothing comes before something." Thus a surname without given name or initial precedes the same surname with a given name or initial; also a surname with a given name precedes the same surname and same given name with an initial.

Name as Written	Indexing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
Richard Johnson	Johnson	Richard		
Jones	Jones			
J. Jones	Jones	J.		
J. A. Jones	Jones	J.	A.	
J. Allen Jones	Jones	J.	Allen	
James Jones	Jones	James		
James A. Jones	Jones	James	A.	
James Abbott Jones	Jones	James	Abbott	
James Allen K. Jones	Jones	James	Allen	K.
Ernest K. Jordan	Jordan	Ernest	K.	

This example illustrates the alphabetic arrangement considering first the first units, then when the first units are the same, the second units are considered; when the second units are also the same, the third unit is considered, etc. However, where it is known that the material is on the same individual whether written with initials or given names, it is filed together. Thus, if J. Jones, J. A. Jones, and James A. Jones is the same individual, material is filed together under his most common method of writing his name. The usual methods for writing the name is

First given name
Middle initial
Surname

2. Prefixes such as d', D', de, De, De La, di, du, Fitz, La, Le, M', Mac, Mc, O', Van, Von, Van der, Von der, are considered as part of either the given name or surname to which they are prefixed, and are arranged in strict alphabetical order.

Name as Written	Filing Order	
	Unit 1	Unit 2
Alice Delaney	Delaney	Alice
Andrew De Laney	De Laney	Andrew
Michael D'Fao	D'Fao	Michael
John FitzSimmons	FitzSimmons	John
Robert MacAlister	MacAlister	Robert
Charles McCarthy	McCarthy	Charles
Hugh O'Neill	O'Neill	Hugh
FitzHugh Peters	Peters	FitzHugh
Susan St. John	St. John	Susan
Albert Vandegriff	Vandegriff	Albert
Ronald Van de Griff	Van de Griff	Ronald

EXHIBIT F (Page 1)

## RULES FOR ALPHABETIC FILING-Continued

3. Abbreviations of names are filed as though spelled in full.

Name as Written	Filing Order	
	Unit 1	Unit 2
Wm. Jones	Jones	William
Jas. Miller	Miller	James
Chas. Smith	Smith	Charles
Theo. Williams	Williams	Theodore
Jno. Young	Young	John

4. The abbreviation for
- Saint, St.
- , is filed as though spelled out.

St. Louis Athletic Club	Filed	Saint Louis Athletic Club.
-------------------------	-------	----------------------------

5. Titles such as
- Dr.
- ,
- Mrs.
- ,
- Miss.
- ,
- Prof.
- ,
- Col.
- ,
- Director
- ,
- Supt.
- , and abbreviations, such as
- Jr.
- ,
- Sr.
- ,
- 2nd
- , may be placed in parentheses after the name, but are disregarded in filing. However, if there are two names in which the surname and given names are identical except that one is
- Jr.
- , and the other
- Sr.
- , these designations are considered in filing. Foreign and religious titles, such as,
- Duke of Argyll
- ,
- Sister Mary
- , etc., are filed as written.

Example: Jones, J. A. (Dr.)

6. The legal name of a married woman, where known, is used for filing purposes rather than her husband's name.
- Mrs.
- is placed in parentheses after the name, but is not considered in filing.

Correct File		Incorrect File	
Mary Elizabeth Brown (Mrs.)	and not	J. E. Brown (Mrs.)	
Mary J. Brown (Mrs.)		John E. Brown (Mrs.)	
Mary Jones Brown (Mrs.)			

7. When the full names of two or more individuals are identical, they may be identified and arranged according to age, color, sex, etc. If these factors are unknown, they are arranged by the alphabetic order of the cities in the addresses.
- 
8. Names of firms and institutions are filed alphabetically as written when they do not contain the full name of an individual.

Jones Foundry Company	Filing Order		
	Unit 1	Unit 2	Unit 3
	Jones	Foundry	Company

9. Firm names or titles of institutions containing the full name of an individual are filed in the following order:

- a. Surname
- 
- b. Given names or initials
- 
- c. Remainder of firm name or title

	Filing Order				
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
Marshall Field and Company	Field	Marshall	(and) Company		
James A. Jones Foundry Company	Jones	James	A.	Foundry	Company

When it is not clear whether the names are the given name and surname of a single individual or the surnames of two individuals, the material is filed as though the names were of two persons, and cross-referenced under the second name.

Barton Adams Advertising Agency

File: Barton Adams Advertising Agency

Cross reference: Adams, Barton, Advertising Agency.

EXHIBIT F (Page 2)

## RULES FOR ALPHABETIC FILING-Continued

10. Names of firms or titles of institutions containing numerals are filed as though the numbers were spelled out.

The 13 Club          filed          Thirteen Club (The).

11. Hyphenated names of individuals are treated as one unit in filing.

Name as Written	Filing Order	
	Unit 1	Unit 2
David Lloyd-George	Lloyd-George	David

12. Hyphenated firm names and titles are treated as separate words.

	Filing Order		
	Unit 1	Unit 2	Unit 3
Henson-Hendrix Company	Henson	Hendrix	Company

13. Names which may be spelled as one word or two words are filed as one word.

	Filing Order		
	Unit 1	Unit 2	Unit 3
Interstate Insurance Co. Inter State Produce, Inc.	Interstate Inter State	Insurance Produce	Company Inc.

14. Apostrophe and s, indicating singular possessive, is not considered in filing. S and apostrophe, indicating plural possessive, is considered in filing.

Name as Written	Filing Order		
	Unit 1	Unit 2	Unit 3
Anderson's Candy Shop Charles A. Anderson The Boy's Companion Boys' Club	<u>Anderson's</u> <u>Anderson</u> <u>Boy's</u> <u>Boys'</u>	Candy Charles Companion Club	Shop A. (The)

15. Articles, prepositions, and conjunctions, such as and, for, in, of, and the, do not affect the order of filing. When the is included as part of the title it is placed in parentheses; if it is the initial word, it is placed at the end of the title.

Name as Written	Filing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
The Clark Company The James B. Clark Company Edward Cole Cole and Sons Hardware Co. League of Nations League of Women Voters Max the Hatter	Clark Clark Cole Cole (and) League (of) League (of) Max (the)	Company James Edward Sons Nations Women Hatter	(The) B. Hardware Voters	Company (The) Company

16. The words brothers, company, incorporated, limited, son, and sons, and their abbreviations are considered in filing, and when abbreviated, are filed as though spelled out.

Jones Brothers  
Jones Company  
Jones, Incorporated  
Jones, Limited

EXHIBIT F (Page 3)

RULES FOR ALPHABETIC FILING-Continued

17. Compound geographic names are considered as two words; prefixes to geographic names are considered as one word.

Name as Written	Filing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
New York Publishing Company South Carolina Utilities	New South	York Carolina	Publishing Utilities	Company

18. When the names of two or more businesses are identical, they may be filed alphabetically by the names of the cities in which they are located, if such separation is desirable.

General Electric Company, Pittsburgh  
General Electric Company, Schenectady

19. An abbreviation in a firm name is filed as if the name were written in full where name is known.

G. E. Co. filed General Electric Company

20. A foreign title or article in a firm name is considered as a separate filing unit.

Name as Written	Filing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
El Morocco La Parisienne Beauty Shop	El La	Morocco Parisienne	Beauty	Shop

21. When such phrases as association of, union of, organization of, society for, bureau of (Governmental bureaus excepted), department of (Governmental departments excepted) constitute the beginning of a name or title, they are considered and filed as part of the name.

Association for the Advancement )  
of Management ) Filed as written, first  
Association of Mechanical Engineers ) and second units indicated  
Society for Prevention of Cruelty ) by underscore  
to Animals )

22. Names of churches, clubs and similar organizations are filed under the first "unit" word that is most important or that most clearly identifies the organization.

23. United States and Federal when preceding a department of the Government are not considered in indexing. These titles are considered in filing when they appear in the names of firms or institutions not connected with the Government.

Name as Written	Filing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
Federal Casualty Insurance Company United States Tariff Commission Federal Trade Commission United States Steel Corporation	Federal Tariff Trade United	Casualty Commission Commission States	Insurance Steel	Company Corporation

EXHIBIT F (Page 4)

## RULES FOR ALPHABETIC FILING--Continued

24. Departments and Bureaus of the Federal Government are filed in the following order:

- The principal words in the name of the department
- The principal words in the name of the bureau
- The principal words in the name of other units necessary for filing purposes.

Name as Written	Filing Order					
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
Civil Service Commission	Civil	Service	Commission			
Farmers Home Administration	Agriculture	Farmers	Home	Administration		
Forest Service	Agriculture	Forest	Service			
Public Health Service	Federal	Security	Agency	Public Health	Service	
General Accounting Office	General	Accounting Office				
Bureau of Mines	Interior	Mines (Bureau of)				
Bureau of Internal Revenue	Treasury	Internal Revenue	(Bureau of)			

25. Frequently governmental units are referred to as "State of \_\_\_\_\_," "Commonwealth of \_\_\_\_\_," "County of \_\_\_\_\_," "City of \_\_\_\_\_," "Municipality of \_\_\_\_\_," "Township of \_\_\_\_\_," etc. These designations are not considered in filing. The actual name of the governmental unit is indexed and these designations, when necessary, are appended parenthetically.

Name as Written	Name as Filed
County of Claiborne, Tennessee	Claiborne, Tennessee (County of)
State of Maine	Maine (State of)
Commonwealth of Massachusetts	Massachusetts (Commonwealth of)
City of Memphis, Tennessee	Memphis, Tennessee (City of)

26. Bureaus and Departments of Municipalities--The name of the city is written first, State second, name of department or bureau third:

Name as Written	Name as Filed
Cincinnati City Council	Cincinnati, Ohio, City Council
Cincinnati Bureau of Health	Cincinnati, Ohio, Health (Bureau of)
Office of the City Manager, Cincinnati	Cincinnati, Ohio, Manager
Office of the Mayor, Cincinnati	Cincinnati, Ohio, Mayor
Cincinnati Planning Commission	Cincinnati, Ohio, Planning Commission
Police Department, Cincinnati, Ohio	Cincinnati, Ohio, Police Department
Department of Safety, Cincinnati	Cincinnati, Ohio, Safety (Department of)

Where the volume of correspondence from a municipality or other government subdivision is small, all material may be filed chronologically under the name of the subdivision without further breakdown.

RULES FOR ALPHABETIC FILING-Continued

27. When the name of a city is part of the name of a firm or other organization, not a part of the city government, the name is filed as written.

Cincinnati Post  
Cincinnati Women's Club  
Knoxville Automobile Club  
Knoxville Glass Company  
Knoxville News-Sentinel  
New York Times

By use of rules 26 and 27 the State name affords the means of distinguishing between official municipal correspondence, correspondence with or about municipal departments or municipally owned and operated organizations and enterprises, and correspondence with commercial organizations or firms having municipal names.

In rare instances where there are two or more cities by the same name but in different States, material must be arranged in alphabetical order by States:

Bowling Green, Kentucky, Automobile Club  
Bowling Green, Ohio, Automobile Club

28. Material regarding banking institutions is filed first by the name of the city in which the bank is located, then by name of bank, with State at end of title in parentheses. If the city name is embodied in the name of the bank at the beginning, it is not repeated.

Bank of Knoxville, Knoxville, Tennessee	Knoxville, Bank of Knoxville (Tennessee)
Hamilton National Bank of Knoxville, Tennessee	Knoxville, Hamilton National Bank (Tennessee)
Knoxville Trust Company	Knoxville Trust Company (Tennessee)
Bank of Maryville, Tennessee	Maryville, Bank of Maryville (Tennessee)
First National Bank of Maryville, Tennessee	Maryville, First National Bank of (Tennessee)

29. Newspapers which do not have as part of their name the name of the city in which they are published are filed the same as other commercial organizations. For example, The Daily Mirror is filed under D, although it is a New York newspaper. The words New York are not carried as part of the name of this newspaper. Similarly, this applies to all other such newspapers where the name of the city is not actually a part of the newspaper's name.

Daily Mirror (The)  
Knoxville News-Sentinel  
Minneapolis Star-Journal  
New York Times  
Toledo Times

CORRESPONDENCE CHARGE-OUT	
<div style="position: relative; height: 100px;"> <div style="position: absolute; top: 0; left: 0; right: 0; bottom: 0; border: 1px solid black; transform: rotate(45deg); transform-origin: center;"></div> </div>	<div style="position: relative; height: 100px;"> <div style="position: absolute; top: 0; left: 0; right: 0; bottom: 0; border: 1px solid black; transform: rotate(-45deg); transform-origin: center;"></div> </div>
1. DATE OF CORRESPONDENCE	1. DATE OF CORRESPONDENCE
2. FILE CLASSIFICATION	2. FILE CLASSIFICATION
3. TO	3. TO
4. FROM	4. FROM
5. SUMMARY	5. SUMMARY
6. CHARGED TO	6. CHARGED TO
7. DATE CHARGED OUT	7. DATE CHARGED OUT
<div style="position: relative; height: 100px;"> <div style="position: absolute; top: 0; left: 0; right: 0; bottom: 0; border: 1px solid black; transform: rotate(45deg); transform-origin: center;"></div> </div>	
7. DATE CHARGED OUT	7. DATE CHARGED OUT
6. CHARGED TO	6. CHARGED TO
5. SUMMARY	5. SUMMARY
4. FROM	4. FROM
3. TO	3. TO
2. FILE CLASSIFICATION	2. FILE CLASSIFICATION
1. DATE OF CORRESPONDENCE	1. DATE OF CORRESPONDENCE

THIS FORM IS USED TO ACCOUNT FOR INDIVIDUAL RECORDS  
 REMOVED FROM THE SUBJECT FILE. IT IS PLACED UPRIGHT IN  
 THE FOLDER IN THE EXACT POSITION FROM WHICH THE RECORD  
 WAS REMOVED. IT IS CANCELED AND REMOVED WHEN THE  
 RECORD IS RETURNED TO FILE. NOTE: ACTUAL SIZE 8" x 10 1/2"

CORRESPONDENCE CHARGE-OUT

FORM NO. 36-270  
1 NOV 53

(7)

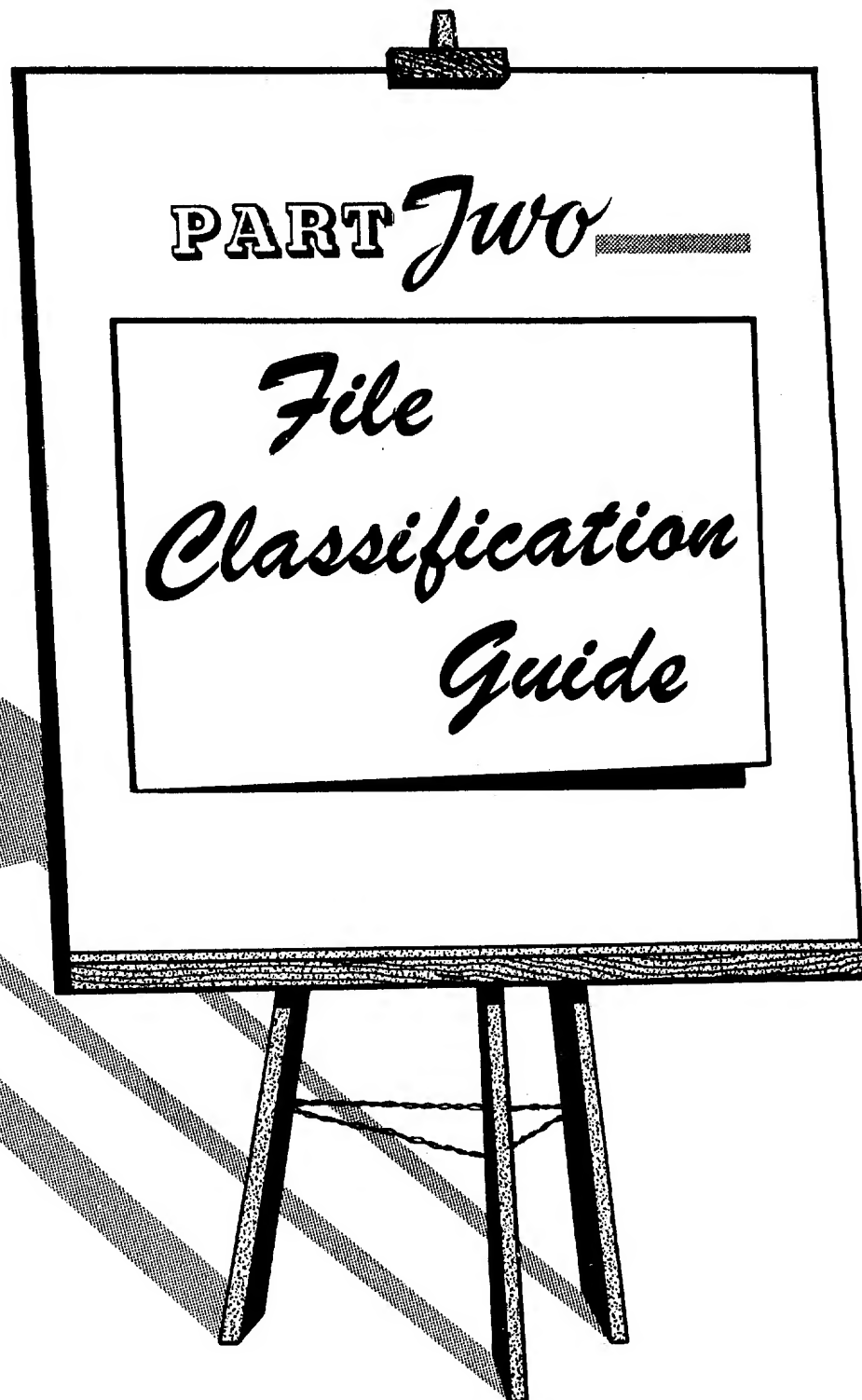
EXHIBIT G

EXHIBIT H  
31

NOTE: ACTUAL SIZE 8 1/2" X 10"

THIS FILE HAS BEEN CHARGED TO YOU		IF FILE IS TRANSFERRED CALL EXT.	
		PLEASE RETURN WITHIN ONE WEEK TO:	
FORM NO. 36-271 NOV 65		FILE BACKING SHEET (7)	

EXHIBIT I  
32



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FILE CLASSIFICATION GUIDE

The File Classification Guide has been prepared for maximum utilization in the maintenance of correspondence files in the Agency. The list of subjects has been developed to meet the needs of the Agency as it pertains to most business matters. However, it is recognized that the guide may not be sufficiently developed to meet the needs of offices responsible for specific programs.

In these cases additions or modifications should be discussed with the Area Records Officer concerned. The Area Records Officer and the Records Management Staff will then assist in making any approved changes.

The following is a list of the primary subject titles contained in the File Classification Guide.

SUBJECT LIST

ACCOUNTING	MEETINGS
APPROPRIATIONS (BUDGET)	NATIONAL DEFENSE
AUTHORIZATIONS	ORGANIZATION & MANAGEMENT
BUILDINGS & GROUNDS	PERSONNEL
COLLECTION	PRINTING & REPRODUCTION
COMMITTEES	PRODUCTION
COMMUNICATIONS	PUBLIC RELATIONS
CONTRACTS	RECORDS
DISSEMINATION	REFERENCE LIBRARY
EQUIPMENT & SUPPLIES	REPORTS
FORMS	SECURITY
INVENTIONS	SHIPMENT
INVESTIGATIONS	TRAINING
LEGAL	TRAVEL
LIAISON	VEHICLES
MEDICAL	

---

ACCOUNTING

This subject pertains to all accounting transactions involved in the receipt, disbursement, and other handling of appropriated funds.

ACCOUNTING

- 1   Accounts Current  
      (Depositories)
- 2   Allowances  
      (Cost of Living - Differential - Living Quarters -  
      Per Diem - Representational Allowances)
- 3   Audit  
      (Suspensions - Disallowances - GAO Exceptions -  
      Claims - Inquiries - Irregularities)
- 4   Bonding of Employees
- 5   Certifying Officers and Agent Cashiers
- 6   Collections and Receipts  
      (Adjustments - Checks, except salary - Money  
      Orders - Currency - Postage - Contributions -  
      Deposits - Fees - Interest - Refunds - Rents -  
      Royalties - Schedules - Summaries)
- 7   Discounts
- 8   Disbursements  
      (Adjustments - Advices - Expenditures - Refunds -  
      Schedules - Summaries)

---

ACCOUNTING (CONTINUED)

9 Payrolls and Salaries

(Bond Deductions - Checks, Salary - Power of Attorney - Retirement Deductions - Time and Attendance Reports, includes overtime and leave records - Vouchers - Withholding taxes)

10 Reports and Statements

11 Systems of Accounting

12 Vouchers and Invoices

(Except payroll vouchers - See ACCOUNTING 9)

---

APPROPRIATIONS (BUDGET)

This subject pertains to annual, deficiency, and supplemental estimates and appropriations; budget material; material regarding preliminary estimates; Bureau of the Budget and Congressional hearings; preparation of exhibits in support of estimates; copies of appropriation bills and committee reports; and material regarding allotments, apportionments, and transfer of funds.

Optional arrangement: Case file by organizational unit, program, fiscal year, as required.

Do not use this subject for filing material relating to fiscal accounting transactions involved in the receipt, disbursement, and other handling of appropriated funds - See ACCOUNTING.

APPROPRIATIONS (BUDGET)

- 1 Allocations, Allotments, Apportionments,  
Encumbrances, Transfers
- 2 Budget Estimates  
(Exhibits - Justifications)
- 3 Hearings
- 4 Reports, Statements, and Statistics
- 5 Supplemental

---

AUTHORIZATIONS

This subject is for general use only. Do not use for material that can be classified under more specific subjects, such as:

Travel Authorizations - See TRAVEL 2

AUTHORIZATIONS

---

BUILDINGS & GROUNDS

This subject pertains to the acquisition, construction, operation, and disposal of office buildings and other structures and the grounds necessary to maintain such installations, except:

See SECURITY 1 for material pertaining to the protection of buildings and grounds from vandalism or possible sabotage.

BUILDINGS & GROUNDS

- 1 Acquisition (Use BUILDINGS & GROUNDS 9 for space acquisition, etc.)  
(Appraisal - Deeds - Titles - Mortgages - Recordings - Easements - Rights-of-Way - Permits - Licenses - Grants - Cessions - Leases - Loans - Purchase - Surveys - Transfer)
- 2 Damage and Protection  
(Fire - Flood)
- 3 Design and Construction  
(Alterations - Additions - Construction Authorization - Plans - Drawings - Specifications - Progress Reports - Project Proposals - Cost Estimates - Subprojects - Work Orders)
- 4 Directories, Signs, and Bulletin Boards
- 5 Disposition  
(Abandonment - Deeds - Titles - Recordings - Demolition - Dismantling - Sale - Transfer)
- 6 Grading and Landscaping

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BUILDINGS & GROUNDS (CONTINUED)

- 7 Maintenance and Preservation  
(Painting - Repairing)
- 8 Reports and Data
- 9 Space (including office, storage, and parking space)  
(Acquisition - Allocation - Assignment - Use and  
release - Parking Permit)
- 10 Utilities and Services (Except Telephones - See  
COMMUNICATIONS 4)  
(Trash collection and disposal - Heating -  
Lighting - Power - Refrigeration - Air-  
Conditioning - Water - Sewerage - Hot Plates -  
Vending Machines - Cafeteria)

---

COLLECTION

This subject pertains to the Agency methods, sources, responsibilities, requirements, and operations involved in the collection of information.

COLLECTION

- 1
- 2 Facilities and Supplies
- 3 Federal Agencies  
(Participating - Nonparticipating)
- 4 Foreign Agencies  
(Participating - Nonparticipating)
- 5 Individuals and Organizations
- 6
- 7 Material for Study (Analysis)  
(Equipment - Apparatus - Supplies)
- 8 Operational Techniques
- 9 Planning and Coordination  
(Definition of responsibilities - Proposed organization and activities - Committees and conferences)

---

**COLLECTION (CONTINUED)**

**10 Printed Matter**

**(Publications - Newspaper - Periodicals -  
Documents - Maps - Charts)**

**11 Requirements**

**(Requests - Directives - Responsibilities)**

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COMMITTEES

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

Boards of Survey - See EQUIPMENT & SUPPLIES

Optional Arrangement: Case file as required.

COMMITTEES

- 1 Memberships
- 2 Reports and minutes of committee meetings

---

COMMUNICATIONS

This subject pertains to material regarding all types of communication facilities and services, including procedures for handling mail, cables, and correspondence.

COMMUNICATIONS

- 1 Interoffice and Public Address Systems
- 2 Mail and Correspondence  
(Addresses - Postage - Postal Laws and Regulations - Penalty Privileges - Procedure, includes preparation of correspondence - Referred letters - Registered Mail - Insured and Special Delivery)
- 3 Messenger Service (Includes U. S. Official Mail and Courier Service)
- 4 Telephones  
(Installation and Use - Lists and Directories, including individual telephone numbers - Toll Calls)
- 5 Other Electrical Communications  
(Radio - Wire - Television - Facsimile - Telegrams - Teletypes - Cablegrams)

---

CONTRACTS

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

Material pertaining to contracts for the procurement of equipment and supplies - See EQUIPMENT & SUPPLIES 4

CONTRACTS

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DISSEMINATION

This subject pertains to the request for, and/or distribution of, administrative issuances and information.

DISSEMINATION

- 1 Distribution and Mailing Lists
- 2 Materials  
(Reports and Surveys - Exhibits - Graphics -  
Recordings - Newspapers and periodicals - Maps -  
Charts - Speeches and lectures - Books - Press  
and Radio releases)
- 3 Planning and Coordination
- 4 Requests
- 5 Restrictions  
(Censorship - Quantity Control)

---

EQUIPMENT & SUPPLIES

This subject pertains to procurement, utilization, management, and disposition of equipment and supplies except:

See BUILDING & GROUNDS for material pertaining to acquisition, management, or disposition of buildings and grounds.

See VEHICLES for all matters pertaining to vehicles.

EQUIPMENT & SUPPLIES

1 Cataloging

(Classification - Identification)

2 Distribution

(Allocation - Assignment - Rationing)

3 Installation, Maintenance, and Preservation

(Repair - Painting - Servicing)

4 Procurement

(Authorization and justification - Bids - Bid and performance bonds - Catalogs, Price Lists and Schedules - Discounts - Inspection and Testing - Invitations - Justifications - Open market - Priorities and expediting - Purchase orders - Rental of equipment - Requisitions - Specifications, bids and contracts - Tax Exemptions - Requirements and related correspondence)

5 Property Accountability

(Damage - Inventories - Loans and Exchanges - Loss and Theft - Property Passes - Receiving Documents - Surveys)

6 Storage and Stockpiling

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EQUIPMENT & SUPPLIES (CONTINUED)

7 Surplus, Salvage, and Conservation

(Acquisition - Boards of Survey - Declarations -  
Disposals - Excess Lists - Sales authorization -  
Transfer)

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FORMS

This subject pertains to forms design, standardization, revision, clearance, and control. It is to be used for correspondence other than requisitions for forms from stock.

See EQUIPMENT & SUPPLIES 4 for requisitions from stock.

FORMS

1. Control or Management

(Design - Standardization - Revision - Clearance)

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INVENTIONS

This subject pertains to discoveries and inventions; copyrights of articles or publications; applications for patents and trademarks for devices or materials developed by Agency employees and associates.

Also include agreements permitting use of patents.

Case files may be established, as required. Classify by name of senior author or other appropriate classification.

INVENTIONS

1 Patents, Copyrights, and Trademarks

(Applications - Permission to use)

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INVESTIGATIONS

This subject is for general use only. Do not use for material that can be filed under more specific subjects.

INVESTIGATIONS

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LEGAL

This subject pertains to legislative proposals, copies of Congressional bills and resolutions, committee reports, hearings, etc.

LEGAL

- 1 Claims and Litigations
- 2 Decisions, Opinions, and Interpretations  
(Attorney General - Comptroller General -  
General Counsel)
- 3 Executive Orders
- 4 Laws and Regulations  
(Code of Federal Regulations - Federal  
Register - Foreign)
- 5 Legislation  
(Federal, file by House or Senate Bill or  
Resolution Number - State and Territorial -  
Hearings)
- 6 Notaries

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LIAISON

This subject pertains to policies, procedures, and agreements concerning liaison with States, foreign governments, Federal agencies or organizations. This subject is for general use only, do not use for material that can be classified under more specific subjects, such as:

Liaison regarding collection of  
information - See COLLECTION 9

Liaison regarding evaluation and utilization  
of information - See PRODUCTION

Liaison regarding the dissemination of  
information - See DISSEMINATION

LIAISON (Includes Agreements and Memorandums of Understanding)

- 2 International  
(Foreign Governments - Organizations)
- 3 Intra-Agency
- 4 Other Federal Agencies
- 5 State Agencies or Institutions

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MEDICAL

This subject pertains to the development, preparation, and execution of the Agency medical program and with providing medical service and support to Agency activities.

DO NOT use for any papers involving status or health record of an employee. Such papers should be included in the designation "Health Records Case Files" maintained in the Medical Office.

MEDICAL

- 1 Compensation and Claims (Use for Medical aspects only: See ACCOUNTING for payment)
- 2 General Medicine  
(Diseases - Injuries - Rest and Rehabilitation - Hospital Facilities - Treatment)
- 3 Medical Specialities  
(Dentistry - Psychiatry - Psychology)
- 4 Physical Examinations  
(Physical Standards and Tests - Waivers - X-rays)
- 5 Plans and Coordination
- 6 Preventive Medicine  
(Environmental Sanitation - Immunization)
- 7 Reports and Surveys

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MEETINGS

This subject pertains to meetings, conferences, congresses, conventions, etc. Do not use for material that can be filed under more specific subjects.

See COMMITTEES for material pertaining to committee meetings.

MEETINGS

- 1 Engagements, Invitations
- 2 Inter-Agency
- 3 Intra-Agency (File by Area, Organization Unit,  
etc., as required)
- 4 International
- 5 Reports and minutes of meetings

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NATIONAL DEFENSE

This subject pertains to the Agency's activities and contributions to the National Defense Program.

NATIONAL DEFENSE

- 1 Civil
- 2 Conservation of Resources  
(Essential or Raw Materials)
- 3 Construction and Housing
- 4 Foreign Economic Cooperation
- 5 Industrial Mobilization
- 6 Manpower
- 7 Military
- 8 Price Control
- 9 Production
- 10 Wage Stabilization
- 11 Reports

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ORGANIZATION AND MANAGEMENT

This subject pertains to the executive or administrative structure of an organization; distribution or delegation of duties and functions; establishment or discontinuance of offices or organizational units; planning; management policies; procedures; and all administrative or authoritative issuances of the Agency, except processed copies of Agency manuals which should be maintained separately.

ORGANIZATION AND MANAGEMENT

- 1 Administrative Issuances (Policy and Procedural Orders, Notices, and Memorandums)
- 2 Improvement Program  
(Surveys - Studies - Employee Suggestion Program)  
(See PERSONNEL 3 for Awards and Citations)
- 3 Inspections (Field)
- 4 Emergency Planning  
(Decentralization and Dispersal)
- 5 Establishment, Reorganization, and Liquidation  
(Internal (File by name of organizational unit, as required) - Other Federal Agencies)
- 6 Programs and Plans (General Only. Do not use this subject for material that can be classified under more specific subjects.)
- 7 Procedures and Methods
- 8 Functions and Delegation  
(Assignment and Transfer of functions - Delegations of Authority)
- 9 Charts, Tables, and Ceilings  
(Organization Charts - Tables of Organization - Personnel Ceilings)

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PERSONNEL

This subject pertains to all phases of personnel administration, including policies, programs, procedures, regulations, etc., except security clearances, violations, etc.

PERSONNEL

1 Assignment Actions

(Appointments - Change to Lower Grade - Detail  
(Civilian Personnel) - Overseas Duty - Promotions - Reassignment - Transfer)

2 Attendance and Absence

(Annual Leave - Dismissal (Heat, snow, etc.) -  
Holidays - Hours of Duty - Jury Duty and  
Court Attendance - Leave Without Pay (LWOP) -  
Maternity Leave - Military Leave - Overtime  
(including authority to approve) - Sick Leave -  
Vacations)

3 Awards

(Citations and Commendations - Incentive - Honor -  
Longevity)

4 Boards and Panels

5 Career Service

6 Citizenship

7 Classification and Duties

(Position Analysis - Classification - Duties -  
Position Standards - Position Qualifications)

8 Conduct

(Debts - Disciplinary Actions - Political Activity,  
Hatch Act)

PERSONNEL (CONTINUED)

- 9 Contract Personnel
- 10 Contributions
  - (Solicitation of Funds. File by title of campaign or organization, as required)
- 11 Employee Relations and Activities
  - (Army Enlisted Reserve Program - Blood Donors - Compensation (for injuries, illness and death) - Counseling - Clubs and Societies - Credit Union - Draft Deferment - Fair Employment Procedure - Grievances - Health - Hearings and Reviews - Hospitalization - Housing - Insurance - Military Reserve Training - Outside Activities - Recreation and Welfare)
- 12 Evaluation, Personnel
  - (Instructions - Reports)
- 13 Military Personnel
  - (Assignment - Pay and Allowances)
- 14 Records and Reports
  - (Except Personnel Evaluation - See PERSONNEL 12)
- 15 Recruitment
  - (Applications and Endorsements - Civilian Reserve - Examinations and Tests - Interviewing - Planning, Manpower - Qualifications (Analysis-Data-Records) - Requirements and Requisitions - Sources (Individuals-Schools - Colleges) - Selection)
- 16 Safety Program

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PERSONNEL (CONTINUED)

17 Separations

18 Supergrades

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PRINTING AND REPRODUCTION

This subject pertains to printing and reproduction services.

PRINTING AND REPRODUCTION

- 1 Policies and Procedures
- 2 Programs
- 3 Reports
- 4 Requests and Requisitions
- 5 Publications

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PRODUCTION

This subject pertains to the evaluation, analysis, integration, and interpretation of information.

See COLLECTION for material pertaining to the collection of information.

See DISSEMINATION for material pertaining to the distribution of information.

PRODUCTION

- 1 Analyzing
- 2 Correlating and Evaluating
- 3 Estimating
- 4 Incorporating
- 5 Planning and Coordinating  
(Policies - Responsibilities - Participants -  
Product Improvement)
- 6 Post Mortems
- 7 Requirements
- 8 Status
- 9 Translating

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PUBLIC RELATIONS

This subject pertains to general phases of public relations only.

See LIAISON for material involving relationships with organizations on a formal basis.

PUBLIC RELATIONS

- 1 Commendations, Congratulations, and Greetings
- 2 Criticisms and Complaints (General only. Do not use for material that can be classified under more specific subjects.)
- 3 Petitions and Resolutions
- 4 Introductions
- 5 Representatives and Visitors

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RECORDS

This subject pertains to policies, procedures, and systems for handling, filing, and disposing of records.

See SECURITY 2 for the security of records.

RECORDS

- 1 Accessibility  
(Request for access to records - Clearances)
- 2 Disposition  
(Disposal, by destruction or transfer - Inventories - Reports - Transfer to Federal Records Center - Transfer to National Archives - Transfer between Federal Agencies-Inter-Agency Loans, temporary transfer, etc. - Schedules)
- 3 Filing Systems and Procedures
- 4 Management  
(Surveys)
- 5 Microfilming
- 6 Vital Materials  
(Inventories - Policies and Procedures - Progress and Status Reports)

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REFERENCE LIBRARY

This subject is to provide for the filing of non-Record, REFERENCE material when such material is maintained in filing equipment. Library and museum material made or acquired and preserved solely for reference or exhibition purposes; extra copies of reports and documents preserved solely for convenience of reference; and stocks of publications and of processed documents fall into this category.

REFERENCE LIBRARY

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REPORTS

This subject is for use in filing recurring reports, such as weekly and monthly activity or progress reports, and special reports which are too general to be filed under more specific subjects. Include policies, procedures, and methods for the preparation.

Optional Arrangement: Case file as required.

REPORTS

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SECURITY

This subject pertains to the safeguarding of information and material, which, in the best interests of national defense and safety should not be disclosed to unauthorized persons.

SECURITY

- 1 Buildings and Equipment (protection)
- 2 Communications and Records  
(Defense classification and reclassification -  
Disposal - Filing and Storage - Transmission  
and Receipt - Downgrading - Safeguarding)
- 3 General Policy, Regulations, and Procedure
- 4 Information and Publications  
(Censorship - Classification and Reclassification -  
Use and Release Of)
- 5 Personnel
- 6 Violations

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SHIPMENT

This subject pertains to the shipment and routing of equipment and supplies. It is for general use only. Shipments regarding a specific order should be filed with the related order in EQUIPMENT & SUPPLIES 4.

SHIPMENT

- 1 Air
- 2 Motor Carrier
- 3 Rail
- 4 Water
- 5 Loading, Marking, Packing
- 6 Routing and Shipping
- 7 Regulations
- 8 Bills of Lading and Freight Bills
- 9 Demurrage
- 10 Express
- 11 Drayage
- 12 Storage in Transit
- 13 Loss or Damage
- 14 Quotation and Rates
- 15 Personal Effects

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TRAINING

This subject pertains to the development and direction of all Agency training programs.

TRAINING

- 1 Policies and Procedures
- 2 Facilities
- 3 Programs  
(In-Service - Orientation)
- 4 Reports
- 5 Outside Training (Colleges, Schools)
- 6 Courses

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TRAVEL

This subject pertains to travel on official business, including policies, procedures, and regulations. Case files by name of traveler may be established as required and may be accomplished by writing the name of the traveler as part of the file designation, thus: TRAVEL (Brown, Harry).

TRAVEL

- 1 Advance of Funds
- 2 Authorizations and Orders
- 3 Entry (Custom courtesies, etc.)
- 4 Foreign (Includes passports, visas, etc.)
- 5 Itineraries and Reservations
- 6 Policies and Regulations
- 7 Private Transportation
- 8 Transportation Requests
- 9 Reports

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VEHICLES

This subject pertains to acquisition, utilization, and disposition of automobiles, trucks, and other vehicles, including policies, procedures, and authorities for their use. Include also material regarding the procurement, accountability, use, and disposal of tires and tubes.

VEHICLES

- 1 Accidents (Except claims of injured employees - See PERSONNEL 16)
- 2 Assignment and Use  
(Policies and regulations- Requisitions - Authority to use)
- 3 Credit Cards
- 4 Inspection
- 5 License Plates (Auto tags)
- 6 Loss, Damage, and Theft (Except accident)
- 7 Maintenance and Preservation
- 8 Marking and Identification
- 9 Permits to Operate
- 10 Procurement
- 11 Reports
- 12 Storage (Authority to store at private residence)
- 13 Surplus or Unserviceable  
(Disposal by sale, Transfer, or Loan)
- 14 Tires and Tubes
- 15 Titles

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SUBJECT INDEX

The following "SUBJECT INDEX" is very similar to the index found in most textbooks. It is an alphabetical listing of the specific subjective titles, key words and terms synonymous to those which are categorically arranged in the Subject List.

This "SUBJECT INDEX" is maintained on punch cards. It is intended to expand and amend the Subject Index to include additions and/or modifications that may arise from use of the File Classification Guide in various offices.

Offices adding approved subdivisions to the Subject List provided in the "File Classification Guide" may find it desirable to include these subjects, terms, etc. in their proper place in the subject index. This may be accomplished by contacting the Records Management Staff through the Area Records Officer concerned where arrangements will be made for mechanical preparation of the Index.

SUBJECT INDEX

-A-

<u>Reference</u>	<u>File Designation</u>
Abandonment.....	BUILDINGS & GROUNDS 5
Absence.....	PERSONNEL 2
Accidents	
Employees.....	PERSONNEL 16
Vehicles.....	VEHICLES 1
Accommodations.....	TRAVEL 5
Accountability Property.....	EQUIPMENT & SUPPLIES 5
Accounting.....	ACCOUNTING
Accounts Current.....	ACCOUNTING 1
Acquisition	
Building & Grounds.....	BUILDINGS & GROUNDS 1
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 7
Space.....	BUILDINGS & GROUNDS 9
Vehicles.....	VEHICLES 10
Activities	
Employee.....	PERSONNEL 11
Organizational.....	ORGANIZATION & MANAGEMENT 6
Political - Hatch Act.....	PERSONNEL 8
Additions.....	BUILDINGS & GROUNDS 3
Addresses, Mailing.....	COMMUNICATIONS 2
Adjustments	
Collections - Receipts.....	ACCOUNTING 6
Disbursements.....	ACCOUNTING 8
Administrative Issuances.....	ORGANIZATION & MANAGEMENT 1
Distribution.....	DISSEMINATION 1
Advance of Funds for Travel.....	TRAVEL 1
Agencies	
Liaison.....	LIAISON
Meetings.....	MEETINGS
Reorganization.....	ORGANIZATION & MANAGEMENT 5
Agent Cashiers.....	ACCOUNTING 5
Agreements.....	LIAISON
Air Conditioning.....	BUILDINGS & GROUNDS 10
Air Raid Drills.....	PERSONNEL 16

<u>Reference</u>	<u>File Designation</u>
Allocation	
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 2
Funds.....	APPROPRIATIONS 1
Space.....	BUILDINGS & GROUNDS 9
Allotments.....	APPROPRIATIONS 1
Allowances.....	ACCOUNTING 2
Continuation of .....	ACCOUNTING 2
Military.....	PERSONNEL 13
Special.....	ACCOUNTING 2
Alterations.....	BUILDINGS & GROUNDS 3
Analysis	
Budgetary.....	APPROPRIATIONS 4
Material for Study.....	COLLECTION 7
Position.....	PERSONNEL 7
Analyzing.....	PRODUCTION 1
Animals, Transportation of.....	TRAVEL 6
Annual Leave.....	PERSONNEL 2
Applications	
Inventions, Patents, etc.....	INVENTIONS 1
Personnel, Recruitment.....	PERSONNEL 15
Appointments.....	PERSONNEL 1
Apportionments.....	APPROPRIATIONS 1
Appraisals.....	BUILDINGS & GROUNDS 1
Appropriations.....	APPROPRIATIONS
Assignment	
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 2
Functions.....	ORGANIZATION & MANAGEMENT 8
Military .....	PERSONNEL 13
Personnel.....	PERSONNEL 1
Space.....	BUILDINGS & GROUNDS 9
Vehicles.....	VEHICLES 2
Attendance & Absence.....	PERSONNEL 2
Audits.....	ACCOUNTING 3
Authority, Delegation of.....	ORGANIZATION & MANAGEMENT 8
Authorizations.....	AUTHORIZATIONS
Construction.....	BUILDINGS & GROUNDS 3
Procurement.....	EQUIPMENT & SUPPLIES 4
Travel.....	TRAVEL 2
Autopsies.....	MEDICAL 4
Awards.....	PERSONNEL 3

-B-

<u>Reference</u>	<u>File Designation</u>
Bids.....	EQUIPMENT & SUPPLIES 4
Bills of Lading.....	SHIPMENT 8
Blood Donors.....	PERSONNEL 11
Blueprints.....	BUILDINGS & GROUNDS 3
Boards	
Bulletin.....	BUILDINGS & GROUNDS 4
Review, Performance Rating.....	PERSONNEL 12
Survey, Surplus Property.....	EQUIPMENT & SUPPLIES 7
Bond Deductions.....	ACCOUNTING 9
Bonds	
Agent Cashiers.....	ACCOUNTING 4
Bid or Performance.....	EQUIPMENT & SUPPLIES 4
Bonding of Employees.....	ACCOUNTING 4
Certifying Officer.....	ACCOUNTING 4
Books	
Collection.....	COLLECTION 10
Dissemination.....	DISSEMINATION 2
Budget	
Analysis.....	APPROPRIATIONS 4
Estimates.....	APPROPRIATIONS 2
Hearings.....	APPROPRIATIONS 3
Buildings.....	BUILDINGS & GROUNDS
Housing.....	NATIONAL DEFENSE 3
Security Protection of.....	SECURITY 1
Bulletin Boards.....	BUILDINGS & GROUNDS 4

-C-

<u>Reference</u>	<u>File Designation</u>
Cablegrams.....	COMMUNICATIONS 5
Cafeterias.....	BUILDING & GROUNDS 10
Career Service.....	PERSONNEL 5
Cataloging.....	EQUIPMENT & SUPPLIES 1
Catalogs.....	EQUIPMENT & SUPPLIES 4
Censorship	
Information & Publications.....	SECURITY 4
Certifying Officers.....	ACCOUNTING 5
Cessions.....	BUILDINGS & GROUNDS 1
Change to Lower Grade.....	PERSONNEL 1
Charts	
Dissemination of.....	DISSEMINATION 2
Organization.....	ORGANIZATION & MANAGEMENT 9
Checks, Salary.....	ACCOUNTING 9
Citations.....	PERSONNEL 3
Citizenship.....	PERSONNEL 6
Civil Defense.....	NATIONAL DEFENSE 1
Civil Service.....	PERSONNEL
Civilian Reserve.....	PERSONNEL 15
Claims	
Audit.....	ACCOUNTING 3
Claims & Litigations.....	LEGAL 1
Employees.....	PERSONNEL 16
Medical.....	MEDICAL 1
Shipment.....	SHIPMENT 13
Classification	
Communications & Records.....	SECURITY 2
Employees.....	PERSONNEL 7
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 1
Information & Publications.....	SECURITY 4
Clearance	
Forms.....	FORMS 1
Records.....	RECORDS 1
Clubs & Societies.....	PERSONNEL 11
Code of Federal Regulations.....	LEGAL 4

<u>Reference</u>	<u>File Designation</u>
Collection.....	COLLECTION
Collections - Receipts.....	ACCOUNTING 6
Colleges	
Outside Training - Personal.....	PERSONNEL 11
Personnel Recruitment.....	PERSONNEL 15
Commendations	
Employees.....	PERSONNEL 3
Public Relations.....	PUBLIC RELATIONS 1
Committees.....	COMMITTEES
Intelligence Collection.....	COLLECTION 9
Common Carrier.....	SHIPMENT
Communications.....	COMMUNICATIONS
Security.....	SECURITY 2
Compensation	
Employee Accidents.....	PERSONNEL 11
Medical.....	MEDICAL 1
Complaints	
Employees.....	PERSONNEL 11
Public Relations.....	PUBLIC RELATIONS 2
Conduct.....	PERSONNEL 8
Conferences.....	MEETINGS
Congratulations.....	PUBLIC RELATIONS 1
Conservation	
Equipment.....	EQUIPMENT & SUPPLIES 7
Resources.....	NATIONAL DEFENSE 2
Construction.....	NATIONAL DEFENSE 3
Authorization.....	BUILDINGS & GROUNDS 3
Contracts.....	CONTRACTS
Procurement.....	EQUIPMENT & SUPPLIES 4
Contributions.....	ACCOUNTING 6
Solicitation of Funds.....	PERSONNEL 10
Control, Forms.....	FORMS 1
Cooperation, Foreign Economic.....	NATIONAL DEFENSE 4
Coordinating.....	PRODUCTION 5
Coordination	
Collection.....	COLLECTION 9
Dissemination.....	DISSEMINATION 3
Medical.....	MEDICAL 5
Copyrights.....	INVENTIONS 1

<u>Reference</u>	<u>File Designation</u>
Correlating & Evaluating.....	PRODUCTION 2
Correspondence.....	COMMUNICATIONS 2
Cost Estimates.....	BUILDINGS & GROUNDS 3
Cost of Living.....	ACCOUNTING 2
Counseling.....	PERSONNEL 11
Courier Routes & Services	
Agency.....	COMMUNICATION 3
Court Attendance.....	PERSONNEL 2
Courses, Training.....	TRAINING 6
Credit Cards.....	VEHICLES 3
Credit Union.....	PERSONNEL 11
Criticisms.....	PUBLIC RELATIONS 2
Customs Courtesies.....	TRAVEL 3

-D-

<u>Reference</u>	<u>File Designation</u>
<b>Damage</b>	
Building & Grounds.....	BUILDING & GROUNDS 2
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 5
Shipments.....	SHIPMENTS 13
Vehicles.....	VEHICLES 6
Death of Employee.....	PERSONNEL 17
Debts.....	PERSONNEL 8
Decentralization.....	ORGANIZATION & MANAGEMENT 4
Decisions.....	LEGAL 2
Declarations.....	EQUIPMENT & SUPPLIES 7
<b>Deductions</b>	
Bond.....	ACCOUNTING 9
Retirement.....	ACCOUNTING 9
<b>Deeds</b>	
Acquisition.....	BUILDING & GROUNDS 1
Disposition.....	BUILDING & GROUNDS 5
Delegation of Authority.....	ORGANIZATION & MANAGEMENT 8
Demolition.....	BUILDINGS & GROUNDS 5
Demotions.....	PERSONNEL 1
Demurrage.....	SHIPMENT 9
Dentistry.....	MEDICAL 3
Deposits.....	ACCOUNTING 6
Dermatology.....	MEDICAL 3
Describing.....	PRODUCTION 3
<b>Design</b>	
Forms.....	FORMS 1
Building & Grounds.....	BUILDING & GROUNDS 3
Detail, Employees.....	PERSONNEL 1
Directives - Collection.....	COLLECTION 11
<b>Directories</b>	
Building.....	BUILDING & GROUNDS 4
Disallowances.....	ACCOUNTING 3
Disbursements.....	ACCOUNTING 8
Disciplinary Actions.....	PERSONNEL 8
Discounts.....	ACCOUNTING 7
Procurement.....	EQUIPMENT & SUPPLIES 4
Diseases.....	MEDICAL 2
Dismantling.....	BUILDINGS & GROUNDS 5

<u>Reference</u>	<u>File Designation</u>
Dismissal - Heat.....	PERSONNEL 2
Dispersal.....	ORGANIZATION & MANAGEMENT 4
Disposal	
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 7
Records.....	RECORDS 2
Security of Records.....	SECURITY 2
Vehicles.....	VEHICLES 13
Disposition	
Buildings & Grounds.....	BUILDINGS & GROUNDS 5
Records.....	RECORDS 2
Dissemination.....	DISSEMINATION
Distribution	
Administrative Issuances.....	DISSEMINATION 1
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 2
Information.....	DISSEMINATION 1
Documents	
Collection.....	COLLECTION 10
Receiving.....	EQUIPMENT & SUPPLIES 5
Donations.....	PERSONNEL 10
Downgrading	
Communications & Records.....	SECURITY 2
Information & Publications.....	SECURITY 4
Drawings.....	BUILDINGS & GROUNDS 3
Drayage.....	SHIPMENT 11
Drugs.....	EQUIPMENT & SUPPLIES
Duplicating.....	PRINTING & REPRODUCTION
Duties.....	PERSONNEL 7

<u>Reference</u>	<u>-E-</u>	<u>File Designation</u>
Easements.....		BUILDINGS & GROUNDS 1
Electrical Communications.....		COMMUNICATIONS 5
Emergency Planning.....		ORGANIZATION & MANAGEMENT 4
Employee Relations.....		PERSONNEL 11
Employment		
Federal.....		PERSONNEL
Encumbrances.....		APPROPRIATIONS 1
Endorsement.....		PERSONNEL 15
Engagements.....		MEETINGS 1
Entry-Customs Courtesies.....		TRAVEL 3
Equipment & Supplies.....		EQUIPMENT & SUPPLIES
Bids.....		EQUIPMENT & SUPPLIES 4
Conservation.....		EQUIPMENT & SUPPLIES 7
Contracts.....		EQUIPMENT & SUPPLIES 4
Discounts.....		EQUIPMENT & SUPPLIES 4
Distribution.....		EQUIPMENT & SUPPLIES 2
Material for Study.....		COLLECTION 7
Medical.....		EQUIPMENT & SUPPLIES
Protection.....		SECURITY 1
Surplus & Salvage.....		EQUIPMENT & SUPPLIES 7
Establishment.....		ORGANIZATION & MANAGEMENT 5
Estimate		
Budget.....		APPROPRIATIONS 2
Cost.....		BUILDINGS & GROUNDS 3
Evaluation		
Employee.....		PERSONNEL 12
Product.....		PRODUCTION 5
Examinations		
Physical.....		MEDICAL 4
Recruitment.....		PERSONNEL 15
Exceptions-GAO.....		ACCOUNTING 3
Excess Lists.....		EQUIPMENT & SUPPLIES 7
Exchanges.....		EQUIPMENT & SUPPLIES 5
Executive Orders.....		LEGAL 3
Exhibits		
Budget Estimates.....		APPROPRIATIONS 2
Expenditures.....		ACCOUNTING 8
Exploitation.....		PRODUCTION
Express.....		SHIPMENTS 10

-F-

<u>Reference</u>	<u>File Designation</u>
Facilities	
Hospital.....	MEDICAL 2
Training.....	TRAINING 2
Fair Employment.....	PERSONNEL 11
Federal Agencies	
Liaison.....	LIAISON 4
Meetings.....	MEETINGS 2
Federal Register.....	LEGAL 4
Fees.....	ACCOUNTING 6
Filing Systems.....	RECORDS 3
Fire.....	BUILDINGS & GROUNDS 2
Fire Drills.....	PERSONNEL 16
First Aid.....	PERSONNEL 16
Foreign	
Agencies.....	COLLECTION 4
Economic Cooperation.....	NATIONAL DEFENSE 4
Laws & Regulations.....	LEGAL 4
Travel.....	TRAVEL 4
Forms.....	FORMS
Requisitions.....	EQUIPMENT & SUPPLIES 4
Flood.....	BUILDINGS & GROUNDS 2
Freight.....	SHIPMENTS
Functions.....	ORGANIZATION & MANAGEMENT 8
Funds	
Accounting for.....	ACCOUNTING
Budget Estimates.....	APPROPRIATIONS 2
Solicitation of.....	PERSONNEL 10
Travel, Advance.....	TRAVEL 1

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-G-

<u>Reference</u>	<u>File Designation</u>
GAO Exceptions.....	ACCOUNTING 3
Garbage.....	BUILDINGS & GROUNDS 10
Grading.....	BUILDINGS & GROUNDS 6
Grants.....	BUILDINGS & GROUNDS 1
Graphics.....	DISSEMINATION 2
Greetings.....	PUBLIC RELATIONS 1
Grievances.....	PERSONNEL 11
Gynecology.....	MEDICAL 3

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-H-

<u>Reference</u>	<u>File Designation</u>
Hatch Act.....	PERSONNEL 8
Health.....	PERSONNEL 11
Hearings	
Appropriations.....	APPROPRIATIONS 3
Legislative.....	LEGAL 5
Personnel.....	PERSONNEL 11
Heating.....	BUILDING & GROUNDS 10
Holidays.....	PERSONNEL 2
Honor Awards.....	PERSONNEL 3
Hospital Facilities.....	MEDICAL 2
Hospitalization.....	PERSONNEL 11
Hot Plates.....	BUILDINGS & GROUNDS 10
Hours of Duty.....	PERSONNEL 2
Household Goods.....	SHIPMENT 15
Housing.....	NATIONAL DEFENSE 3
Personnel.....	PERSONNEL 11

-I-

Reference

File Designation

Identification

Property.....	EQUIPMENT & SUPPLIES 1
Vehicles.....	VEHICLES 8
Immunization.....	MEDICAL 6
Improvement Program.....	ORGANIZATION & MANAGEMENT 2
Incorporating.....	PRODUCTION 4
Industrial Mobilization.....	NATIONAL DEFENSE 5
Informants.....	COLLECTION 1
Injuries.....	MEDICAL 2
In Service.....	TRAINING 3
Inspection	
Field.....	ORGANIZATION & MANAGEMENT 3
Procurement.....	EQUIPMENT & SUPPLIES 4
Safety.....	PERSONNEL 16
Vehicles.....	VEHICLES 4
Installation	
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 3
Telephones.....	COMMUNICATIONS 4
Institutions.....	LIAISON 5
Instructions	
Personnel Evaluation.....	PERSONNEL 12
Safety.....	PERSONNEL 16
Insured Mail.....	COMMUNICATIONS 2
Insurance, Employee.....	PERSONNEL 11
Interest.....	ACCOUNTING 6
International	
Liaison.....	LIAISON 2
Meetings.....	MEETINGS 4
Inter-Office.....	COMMUNICATIONS 1
Interpretations.....	LEGAL 2

---

<u>Reference</u>	<u>File Designation</u>
Interview	
Entrance.....	PERSONNEL 15
Intra Agency	
Liaison.....	LIAISON 3
Meetings.....	MEETINGS 3
Introductions.....	PUBLIC RELATIONS 4
Inventions.....	INVENTIONS
Inventories	
Personnel.....	PERSONNEL 7
Property.....	EQUIPMENT & SUPPLIES 5
Records.....	RECORDS 2
Vital Materials.....	RECORDS 6
Investigations.....	INVESTIGATIONS
Invitations	
Bids.....	EQUIPMENT & SUPPLIES 4
Meetings.....	MEETINGS 1
Invoices and Vouchers.....	ACCOUNTING 12
Irregularities, Accounting.....	ACCOUNTING 3
Issuances, Administrative.....	ORGANIZATION & MANAGEMENT 1
Distribution of.....	DISSEMINATION 1
Itineraries & Reservations.....	TRAVEL 5

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-J-

<u>Reference</u>	<u>File Designation</u>
Job Description.....	PERSONNEL 7
Jury Duty.....	PERSONNEL 2
Justifications	
Budget Estimates.....	APPROPRIATIONS 2
Procurement.....	EQUIPMENT & SUPPLIES 4

-L-

<u>Reference</u>	<u>File Designation</u>
Labor	
Federal Employees.....	PERSONNEL
Laboratory Equipment.....	MEDICAL 3
Landscaping.....	BUILDING & GROUNDS 6
Laws - Regulations.....	LEGAL 4
Leases.....	BUILDINGS & GROUNDS 1
Leave.....	PERSONNEL 2
Lectures.....	DISSEMINATION 2
Legal.....	LEGAL
Legislation.....	LEGAL 5
Liaison.....	LIAISON
Library.....	REFERENCE LIBRARY
Licenses.....	BUILDINGS & GROUNDS 1
License Plates.....	VEHICLES 5
Lighting.....	BUILDINGS & GROUNDS 10
Linguists.....	PERSONNEL 7
Liquidation.....	ORGANIZATION & MANAGEMENT 5
Lists	
Excess.....	EQUIPMENT & SUPPLIES 7
Mailing.....	DISSEMINATION 1
Telephone.....	COMMUNICATIONS 4
Litigations.....	LEGAL 1
Loans	
Buildings & Grounds.....	BUILDINGS & GROUNDS 1
Property.....	EQUIPMENT & SUPPLIES 5
Records.....	RECORDS 2
Logistics.....	EQUIPMENT & SUPPLIES
Loss	
Property.....	EQUIPMENT & SUPPLIES 5
Shipments.....	SHIPMENTS 13
Vehicles.....	VEHICLES 6

-M-

<u>Reference</u>	<u>File Designation</u>
Mail.....	COMMUNICATIONS 2
Mailing Lists.....	DISSEMINATION 1
Maintenance	
Buildings & Grounds.....	BUILDINGS & GROUNDS 7
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 3
Vehicles.....	VEHICLES 7
Management.....	ORGANIZATION & MANAGEMENT
Forms.....	FORMS 1
Records.....	RECORDS 4
Manpower.....	NATIONAL DEFENSE 6
Planning.....	PERSONNEL 15
Maps	
Collections.....	COLLECTIONS 10
Dissemination.....	DISSEMINATION 2
Material	
Dissemination Media.....	DISSEMINATION 2
Essential or Raw.....	NATIONAL DEFENSE 2
Maternity Leave.....	PERSONNEL 2
Medical.....	MEDICAL
Specialties.....	MEDICAL 3
Surveys.....	MEDICAL 7
Medicine	
General.....	MEDICAL 2
Preventive.....	MEDICAL 6
Meetings.....	MEETINGS
Memberships.....	COMMITTEES 1
Memoranda of Understanding.....	LIAISON
Messenger Service.....	COMMUNICATIONS 3
Methods.....	ORGANIZATION & MANAGEMENT 7
Microfilming.....	RECORDS 5
Military.....	NATIONAL DEFENSE 7
Leave.....	PERSONNEL 2
Personnel.....	PERSONNEL 13
Reserve Training.....	PERSONNEL 11
Minutes	
Committees.....	COMMITTEES 2
Meetings.....	MEETINGS 5

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Reference

File Designation

Missions

Personnel Matters.....	PERSONNEL
Table of Organization.....	ORGANIZATION & MANAGEMENT 9
Mobilization-Industrial.....	NATIONAL DEFENSE 5
Mortgages.....	BUILDINGS & GROUNDS 1
Motor Carrier.....	SHIPMENT 2

---

-N-

<u>Reference</u>	<u>File Designation</u>
National Defense.....	NATIONAL DEFENSE
Neurology.....	MEDICAL 3
Newspapers	
Collection.....	COLLECTION 10
Dissemination.....	DISSEMINATION 2
Non Participating Agencies	
Federal.....	COLLECTION 3
Foreign.....	COLLECTION 4
Notaries.....	LEGAL 6
Notices.....	ORGANIZATION & MANAGEMENT 1

-0-

<u>Reference</u>	<u>File Designation</u>
Official Courier Service.....	COMMUNICATIONS 3
Office Building - Space.....	BUILDINGS & GROUNDS 9
Open Market Procurement.....	EQUIPMENT & SUPPLIES 4
Opinions.....	LEGAL 2
Ophthalmology.....	MEDICAL 3
Orders	
Administrative.....	ORGANIZATION & MANAGEMENT 1
Executive.....	LEGAL 3
Purchase.....	EQUIPMENT & SUPPLIES 4
Travel.....	TRAVEL 2
Organization & Management.....	ORGANIZATION & MANAGEMENT
Organizational Activity.....	ORGANIZATION & MANAGEMENT 6
Orientation	
Training.....	TRAINING 3
Orthopedics.....	MEDICAL 3
Outside Training	
Agency.....	TRAINING 5
Personal.....	PERSONNEL 11
Outside Work.....	PERSONNEL 11
Overseas Duty.....	PERSONNEL 1
Overtime.....	PERSONNEL 2
Overtime Policy.....	PERSONNEL 2

-P-

<u>Reference</u>	<u>File Designation</u>
Painting	
Building & Grounds.....	BUILDINGS & GROUNDS 7
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 3
Parking Space.....	BUILDINGS & GROUNDS 9
Participants.....	PRODUCTION 5
Participating Agencies	
Federal.....	COLLECTION 3
Foreign.....	COLLECTION 4
Passports.....	TRAVEL 4
Patents.....	INVENTIONS 1
Pay - Military Personnel.....	PERSONNEL 13
Payrolls & Salaries.....	ACCOUNTING 9
Penalty Privilege.....	COMMUNICATIONS 2
Per Diem.....	ACCOUNTING 2
Performance Ratings.....	PERSONNEL 12
Periodicals	
Collection.....	COLLECTION 10
Dissemination.....	DISSEMINATION 2
Printing.....	PRINTING & REPRODUCTION 5
Permits	
Buildings & Grounds.....	BUILDINGS & GROUNDS 1
Operator.....	VEHICLES 9
Parking.....	BUILDINGS & GROUNDS 9
Postal.....	COMMUNICATIONS 2
Personal Effects.....	SHIPMENTS 15
Personnel.....	PERSONNEL
Ceilings.....	ORGANIZATION & MANAGEMENT 9
Evaluation.....	PERSONNEL 12
Petitions.....	PUBLIC RELATIONS 3
Pets - Transportation of.....	TRAVEL 6
Physical Examinations.....	MEDICAL 4
Physical Standards - Tests.....	MEDICAL 4
Planning	
Emergency.....	ORGANIZATION & MANAGEMENT 4
Manpower.....	PERSONNEL 15

<u>Reference</u>	<u>File Designation</u>
Planning & Coordination	
Collection.....	COLLECTION 9
Dissemination.....	DISSEMINATION 3
Exploitation.....	PRODUCTION 5
Production.....	PRODUCTION 5
Plans	
Construction.....	BUILDINGS & GROUNDS 3
General.....	ORGANIZATION & MANAGEMENT 6
Medical.....	MEDICAL 5
Policies - Procedures	
Evaluation of .....	PRODUCTION 2
Printing & Reproduction.....	PRINTING & REPRODUCTION 1
Production.....	PRODUCTION 5
Security.....	SECURITY 3
Training.....	TRAINING 1
Travel.....	TRAVEL 6
Vehicles.....	VEHICLES 2
Vital Materials.....	RECORDS 6
Policy & Procedural Orders.....	ORGANIZATION & MANAGEMENT 1
Political Activities.....	PERSONNEL 8
Position Description.....	PERSONNEL 7
Postage	
Collections & Receipts.....	ACCOUNTING 6
Mail.....	COMMUNICATIONS 2
Postal Laws & Regulations.....	COMMUNICATIONS 2
Power - Utilities.....	BUILDINGS & GROUNDS 10
Power of Attorney.....	ACCOUNTING 9
Preservation	
Buildings & Grounds.....	BUILDINGS & GROUNDS 7
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 3
Records.....	RECORDS
Vehicles.....	VEHICLES 8
Press Release.....	DISSEMINATION 2
Preventive Medicine.....	MEDICAL 6
Price Control.....	NATIONAL DEFENSE 8
Price Lists.....	EQUIPMENT & SUPPLIES 4
Printed Matter.....	COLLECTION 10
Printing & Reproduction.....	PRINTING & REPRODUCTION
Priorities, Procurement.....	EQUIPMENT & SUPPLIES 4
Private Transportation.....	TRAVEL 7
Procedures	
General.....	ORGANIZATION & MANAGEMENT 7
Mail & Correspondence.....	COMMUNICATIONS
Printing & Reproduction.....	PRINTING & REPRODUCTION
Records.....	RECORDS 3

<u>Reference</u>	<u>File Designation</u>
Security.....	SECURITY 3
Training.....	TRAINING 1
Vital Materials.....	RECORDS 6
Procurement	
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 4
Vehicles.....	VEHICLES 10
Production.....	NATIONAL DEFENSE 9
Defense.....	NATIONAL DEFENSE 9
Programs	
Army Enlisted Reserve.....	PERSONNEL 11
General.....	ORGANIZATION & MANAGEMENT 6
Management Improvement.....	ORGANIZATION & MANAGEMENT 2
Printing & Reproduction.....	PRINTING & REPRODUCTION 2
Training.....	TRAINING 3
Progress Reports	
Construction.....	BUILDINGS & GROUNDS 3
Vital Materials.....	RECORDS 6
Project Proposals.....	BUILDINGS & GROUNDS 3
Promotions.....	PERSONNEL 1
Property Passes.....	EQUIPMENT & SUPPLIES 5
Protection.....	BUILDINGS & GROUNDS 2
Psychiatry.....	MEDICAL 3
Psychology.....	MEDICAL 3
Public Address Systems.....	COMMUNICATIONS 1
Publications	
Administrative Issuances.....	ORGANIZATION & MANAGEMENT 1
Collection.....	COLLECTION 10
Distribution.....	DISSEMINATION 1
Printing & Reproduction.....	PRINTING & REPRODUCTION 5
Security.....	SECURITY 4
Public Relations.....	PUBLIC RELATIONS
Publicity.....	PUBLIC RELATIONS
Purchase Orders.....	EQUIPMENT & SUPPLIES 4

-Q-

<u>Reference</u>	<u>File Designation</u>
Qualifications	
Applicants.....	PERSONNEL 15
Position.....	PERSONNEL 7
Recruitment.....	PERSONNEL 15
Quarters Allowances.....	ACCOUNTING 2
Questionnaires, Personnel.....	PERSONNEL 15

-Re-

<u>Reference</u>	<u>File Designation</u>
Radio	
Communications.....	COMMUNICATIONS 5
Releases.....	DISSEMINATION 2
Radiology.....	MEDICAL 3
Rail Transport.....	SHIPMENT 3
Rates.....	SHIPMENT 14
Rationing.....	EQUIPMENT & SUPPLIES 2
Real Estate.....	BUILDINGS & GROUNDS
Reassignment.....	PERSONNEL 1
Receipts & Collections.....	ACCOUNTING 6
Receiving Documents.....	EQUIPMENT & SUPPLIES 5
Reclassification	
Communications and Records.....	SECURITY 2
Employees.....	PERSONNEL 7
Information & Publications.....	SECURITY 4
Recording, Wire.....	DISSEMINATION 2
Records.....	RECORDS
Accessibility.....	RECORDS 1
Personnel.....	PERSONNEL 14
Safeguarding.....	SECURITY 2
Recreation.....	PERSONNEL 11
Recruitment.....	PERSONNEL 15
Reemployment.....	PERSONNEL 1
Reference Library.....	REFERENCE LIBRARY
Referred Letters.....	COMMUNICATIONS 2
Refrigeration.....	BUILDINGS & GROUNDS 10
Refunds	
Collections and Receipts.....	ACCOUNTING 6
Disbursement.....	ACCOUNTING 8
Registered Mail.....	COMMUNICATIONS 2
Regulations	
Administrative Issuances.....	ORGANIZATION & MANAGEMENT 1
Distribution.....	DISSEMINATION 1
Laws.....	LEGAL 4
Postal.....	COMMUNICATIONS 3
Security.....	SECURITY 3
Shipment.....	SHIPMENT 7
Travel.....	TRAVEL 6
Vehicles.....	VEHICLES 2
Rehabilitation.....	MEDICAL 2

<u>Reference</u>	<u>File Designation</u>
Relations, Employee.....	PERSONNEL 11
Release of	
Communications & Records.....	SECURITY 2
Information & Publications.....	SECURITY 4
Space.....	BUILDINGS & GROUNDS 9
Rental of Equipment.....	EQUIPMENT & SUPPLIES 4
Rents.....	ACCOUNTING 6
Reorganization.....	ORGANIZATION & MANAGEMENT 5
Repair	
Buildings & Grounds.....	BUILDINGS & GROUNDS 7
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 3
Vehicles.....	VEHICLES 7
Reports.....	REPORTS
Accounting.....	ACCOUNTING 10
Appropriations.....	APPROPRIATIONS 4
Building & Grounds.....	BUILDINGS & GROUNDS 8
Committees.....	COMMITTEES 2
Construction.....	BUILDINGS & GROUNDS 3
Disposition of Records.....	RECORDS 2
Evaluation of Employees.....	PERSONNEL 12
Fitness.....	PERSONNEL 12
Medical.....	MEDICAL 7
Meetings.....	MEETINGS 5
National Defense.....	NATIONAL DEFENSE 11
Personnel.....	PERSONNEL 14
Printing & Reproduction.....	PRINTING & REPRODUCTION 3
Training.....	TRAINING 4
Travel.....	TRAVEL 9
Vehicles.....	VEHICLES 11
Vital Materials.....	RECORDS 6
Representatives.....	PUBLIC RELATIONS 5
Reproduction.....	PRINTING & REPRODUCTION
Requests	
Collection.....	COLLECTION 11
Dissemination.....	DISSEMINATION 4
Printing & Reproduction.....	PRINTING & REPRODUCTION 4
Records.....	RECORDS 1
Travel.....	TRAVEL 1
Requirements	
Collection.....	COLLECTION 11
Equipment.....	EQUIPMENT & SUPPLIES 4
Personnel.....	PERSONNEL 15

<u>Reference</u>	<u>File Designation</u>
<b>Requisitions</b>	
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 4
Forms From Stock.....	EQUIPMENT & SUPPLIES 4
New Forms.....	FORMS 1
Printing & Reproduction.....	PRINTING & REPRODUCTION 4
Recruitment.....	PERSONNEL 15
Vehicles.....	VEHICLES 2
Reserve Training, Military.....	PERSONNEL 11
<b>Resolutions.....</b>	LEGAL 5
<b>Resources, Conservation.....</b>	NATIONAL DEFENSE 2
<b>Responsibilities</b>	
Collection.....	COLLECTION 9
Production.....	PRODUCTION 5
Rest.....	MEDICAL 2
Restrictions.....	DISSEMINATION 5
Retirement Deductions.....	ACCOUNTING 9
<b>Revision of Forms.....</b>	FORMS 1
<b>Rights of Way.....</b>	BUILDINGS & GROUNDS 1
<b>Royalties.....</b>	ACCOUNTING 6

<u>Reference</u>	<u>-S-</u>	<u>File Designation</u>
Safety.....		PERSONNEL 16
Sales Authorization.....		EQUIPMENT & SUPPLIES 7
Salvage.....		EQUIPMENT & SUPPLIES 7
Sanitation.....		MEDICAL 6
Schedules		
Collection - Receipts.....		ACCOUNTING 6
Disbursements.....		ACCOUNTING 8
Records Disposition.....		RECORDS 2
Schools		
Dependent Children.....		PERSONNEL 11
Outside Training - Agency.....		TRAINING 5
Outside Training - Personal.....		PERSONNEL 11
Personnel Recruitment.....		PERSONNEL 15
Security.....		SECURITY
Selection.....		PERSONNEL 15
Selective Service		
Draft Deferrment.....		PERSONNEL 11
Military Leave.....		PERSONNEL 2
Sewerage.....		BUILDINGS & GROUNDS 10
Shipment.....		SHIPMENT
Signs.....		BUILDINGS & GROUNDS 4
Slots.....		ORGANIZATION & MANAGEMENT 9
Societies.....		PERSONNEL 11
Solicitation of Funds.....		PERSONNEL 10
Sources		
Intelligence.....		COLLECTION 1
Recruitment.....		PERSONNEL 15
Space.....		BUILDINGS & GROUNDS 9
Special Delivery.....		COMMUNICATIONS 2
Specifications		
Buildings & Grounds.....		BUILDINGS & GROUNDS 3
Equipment & Supplies.....		EQUIPMENT & SUPPLIES 4
Speeches.....		DISSEMINATION 2
Standardization, Form.....		FORMS 1
Standards		
Job.....		PERSONNEL 7
Physical.....		MEDICAL 4
Recruitment.....		PERSONNEL 15
State Agencies.....		LIAISON 5

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<u>Reference</u>	<u>File Designation</u>
Statements	
Accounting.....	ACCOUNTING 10
Appropriations.....	APPROPRIATIONS 4
Statistics	
Appropriation.....	APPROPRIATION 4
Budget.....	APPROPRIATION 4
General.....	REPORTS
Personnel.....	PERSONNEL 14
Status.....	PRODUCTION 8
Stock Catalogue.....	EQUIPMENT & SUPPLIES 1
Stockpiling.....	EQUIPMENT & SUPPLIES 6
Storage	
Communications & Records.....	SECURITY 2
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 6
In Transit.....	SHIPMENT 12
Space.....	BUILDINGS & GROUNDS 9
Vehicles.....	VEHICLES 12
Summaries.....	ACCOUNTING
Supergrades.....	PERSONNEL 18
Supplemental Appropriations.....	APPROPRIATIONS 5
Supplies.....	EQUIPMENT & SUPPLIES
Material for Study.....	COLLECTION 7
Surplus	
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 7
Vehicles.....	VEHICLES 13
Surveys	
Board, Surplus Property.....	EQUIPMENT & SUPPLIES 7
Buildings & Grounds.....	BUILDINGS & GROUNDS 1
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 5
Improvement Program.....	ORGANIZATION & MANAGEMENT 2
Management.....	ORGANIZATION & MANAGEMENT 2
Medical.....	MEDICAL 7
Records.....	RECORDS 4
Suspensions.....	ACCOUNTING 3
Systems	
Accounting.....	ACCOUNTING 11
Filing.....	RECORDS 3

<u>Reference</u>	<u>-T-</u>	<u>File Designation</u>
Tables of Organization.....		ORGANIZATION & MANAGEMENT 9
Tax Exemptions.....		EQUIPMENT & SUPPLIES 4
Telegrams.....		COMMUNICATIONS 5
Telephone.....		COMMUNICATIONS 4
Teletypes.....		COMMUNICATIONS 5
Television.....		COMMUNICATIONS 5
Tests		
Employees.....		PERSONNEL 15
Equipment & Supplies.....		EQUIPMENT & SUPPLIES 4
Physical.....		MEDICAL 4
Recruitment.....		PERSONNEL 15
Theft		
Property.....		EQUIPMENT & SUPPLIES 5
Vehicles.....		VEHICLES 6
Time & Attendance Reports.....		ACCOUNTING 9
Tires - Tubes.....		VEHICLES 14
Titles		
Building & Grounds.....		BUILDINGS & GROUNDS 1
Vehicles.....		VEHICLES 15
Toll Calls.....		COMMUNICATIONS 4
Tour of Duty Overseas.....		PERSONNEL 1
Trademarks.....		INVENTIONS 1
Training .....		TRAINING
Military.....		PERSONNEL 11
Outside - Agency.....		TRAINING 5
Outside - Personal.....		PERSONNEL 11
Personnel.....		TRAINING 3
Transfer		
Appropriations.....		APPROPRIATION 1
Buildings & Grounds.....		BUILDINGS & GROUNDS 1
Equipment & Supplies.....		EQUIPMENT & SUPPLIES 7
Functions .....		ORGANIZATION & MANAGEMENT 8
Personnel.....		PERSONNEL 1
Records.....		RECORDS 2
Translating.....		PRODUCTION 9
Transportation		
Private Vehicles.....		TRAVEL 7
Requests		

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<u>Reference</u>	<u>File Designation</u>
Trash, Collection - Disposal.....	BUILDINGS & GROUNDS 10
Classified.....	SECURITY 2
Travel.....	TRAVEL
Treatment, Medical.....	MEDICAL 2
Typewriter - Repair.....	EQUIPMENT & SUPPLIES 3

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-II-

<u>Reference</u>	<u>File Designation</u>
Unions, Employee.....	PERSONNEL 11
Urology.....	MEDICAL 3
Utilities & Services.....	BUILDINGS & GROUNDS 10
Utilization.....	EQUIPMENT & SUPPLIES 8

-V-

<u>Reference</u>	<u>File Designation</u>
Vacancies.....	PERSONNEL 15
Vacations.....	PERSONNEL 2
Vehicles.....	VEHICLES
Sale of Overseas.....	VEHICLES 13
Shipment.....	SHIPMENT 15
Travel.....	TRAVEL 7
Vending Machines	
Money from.....	LEGAL 2
Use and Installation.....	BUILDINGS & GROUNDS 10
Violations.....	SECURITY 6
Visas.....	TRAVEL 4
Visitors.....	PUBLIC RELATIONS 5
Vital Materials.....	RECORDS 6
Vouchers.....	ACCOUNTING 12
Payroll Vouchers.....	ACCOUNTING 9

-W-

<u>Reference</u>	<u>File Designation</u>
Wage Stabilization.....	NATIONAL DEFENSE 10
Waivers	
Physical Examinations.....	MEDICAL 4
Water.....	BUILDINGS & GROUNDS 10
Welfare.....	PERSONNEL 11
Wire Communications.....	COMMUNICATIONS 5
Withholding Tax.....	ACCOUNTING 9
Work Orders.....	BUILDINGS & GROUNDS 3
Work - Outside.....	PERSONNEL 11

-X-

<u>Reference</u>	<u>File Designation</u>
X-ray	
Examinations.....	MEDICAL 4
X-rays.....	MEDICAL 4